HCT

Progressive, Innovative & Interactive Training

Programme Prospectus 2016

QQI AWARD

www.hctlearning.ie

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HCT LTD – An Introduction

HCT is a privately owned company located in South East Ireland. The Company was founded in 2008 focusing primarily on encouraging individuals to attain the skills and knowledge for both personal development and career advancement. The company's foundations were solid with a wealth of experience from both business partners in horticulture and training and development. Seven years on we are one of the most popular centres for land-based training, with 2015 being our busiest year yet.

As the Horticulture sector continued to be HCT's flagship we quickly built up a solid, reliable reputation with our clients, this led HCT to diversify its training portfolio to include a range of personal and professional development programmes, as demanded by our growing client base. All programmes are delivered by tutors with extensive training experience who deliver training to the highest standards as set by HCT. We offer both centre based and off site training nationwide, with a flexible approach to scheduling and delivery, as we tailor programmes to meet the specific needs of learners. In addition, HCT offers whole business and company specific consultancy. It has also built up an impressive media profile, with regular contributions to national press and academic journals on a wide variety of topics related to training and life sciences.

Why Choose HCT?

HCT focus heavily on delivering practical, interactive training. Our clients in the past have enjoyed our flexible approach to training, which ensures we can tailor our programmes and delivery methods to suit each individual group.

All our trainers have completed a comprehensive induction process before delivering a course. By really listening to our trainers and the feedback from clients we have separated the wheat from the chaff. Our repertoire of trainers consists of industry professionals with a passion for training, this experience provides them with up to date industry practices, which can be energetically delivered to learners.

We Have The Figures To Prove It

In June 2009 Hughes Consultancy and Training became a recognised QQI Centre since then we have accredited 10884 component certificate, 85 major awards which is 10969 in total up to December 2015. HCT head office is located in Kilkenny City and we deliver training programmes nationwide, HCT have ranked as a number 1 centre in a number monitoring reports completed by QQI.

Our Approach to Delivering Training

HCT provides comprehensive training materials for learners and also provide after-course consultation/support if and when required.

The HCT approach to delivering training is to make training as enjoyable and experiential as possible ensuring that participants achieve their full potential. We believe in delivering progressive, innovative and interactive training and our training style reflects this.

"People rarely succeed unless they have fun in what they are doing." Dale Carnegie

FETAC, QQI and Common Award System

In November 2012 QQI was established under the Qualifications and Quality Assurance Education and Training Act, to replace the 4 existing awarding bodies and quality assurance responsibilities in Ireland. (FETAC, HETAC, NQAI AND IUQB)

A new national awards system called the Common Award System has been introduced and by 2014 all FETAC Awards will be part of this system.

Under the Common Awards System (CAS) all FETAC awards will have a common structure, and common characteristics and features such as title, level, volume, profile, assessment and grading. These common awards will be published on www.qqi.ie and available to all FETAC registered Providers. Programmes leading to these common awards must be submitted from the Centre for validation and approved by FETAC prior to delivery.

Former awards, originally developed by NCVA, FÁS, Fáilte Ireland, Teagasc and BIM, are currently being migrated to the new format - the Common Awards System. As soon as this exercise is completed for each level, the former awards will be deactivated and will no longer be available as a basis for certification.

In the Common Awards System, Providers may not offer programmes for certification unless the programmes have been validated by FETAC. Validation is the process through which FETAC determines that the programme developed by the Provider is fit for purpose; that it will give the profiled Learner the opportunity to meet the standards for the award(s), that it is appropriate to the Learner and that it fulfils the award requirements.

Each major award under the common award system will be awarded a total set amount of credits and these credits will need to be accumulated through achieving a number of minor awards.

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To see HCT's Validated Programmes

CLICK HERE

The programme duration will be determined based on the credit value and its recommended length. These will be broken into two sections, directed and self directed hours. Directed hours are the hours directly spent delivering the programme to the participant either face to face or via direct online contact. Self directed hours are where the learner takes control of their learning, this could include work experience, research or reading subject related information.

Participates will be able to import a limited amount of credits from a level lower or higher than the award they are working towards. The credit value system has been created in Ireland to become more in line with other European countries and to provide learners with more mobility and recognition.

Level	Credit Values for Major Awards	Default Minor Credit Values	Other Permitted credit Values	Special Purpose and Supplemental Awards
L1	20	5	10	Not Appropriate
L2	30	5	10	
L3	60	10	5,20	5 and 60
L4	90	10	5,15,20	5 and 90
L5	120	15	5,15,30	5 and 120
L6	120	15	5,15,30	5 and 120

You need to be careful and know what award you are getting from a programme. i.e. is it a component certificate or is it a major award? You can generally judge by the number of contact hours. A minor award or component certificate can be completed in 30 or more contact hours. Whereas a major award will take you 240 or more contact hours to complete. However you can be sure if you enrol on a programme which has FETAC accredited courses that the organisation delivering the programme has been through a rigorous quality assurance check and that the programme is monitored independently by FETAC to ensure they

From QQI Guidelines for Preparing Programme Descriptors, May 2010

Guideline Directed and Self-Directed Duration Ranges
These tables are intended as a guide for providers in establishing programme durations. Providers can devise directed/self-directed ratios that fall outside the guidelines set out below. Where this is the case, the provider may be required to supply additional details that support a rationale for an exceptional duration.

Directed Hours:
Directed hours are the hours the provider spends directly delivering the content of the programme to the learner. They include class contact, direct online contact, assessment and laboratory time. They can include work-based direction, where there is a tutor and or instructor on-site delivering content.

Self-Directed Hours
Self-directed hours are the hours where the learning is learner-lead. They include practice time, work experience, preparation, study time and reflection time.

Special Purpose, Supplemental and Minor Awards				
	Credit Values	**Typical Learner Effort in hours**	**Programme Directed Range**	**Programme Self-directed Range**
Levels 1-6	5	**50**	**15-50**	**0-35**
	10	**100**	**30-100**	**0-70**
	15	**150**	**50-130**	**20-100**
	20	**200**	**80-160**	**40-120**

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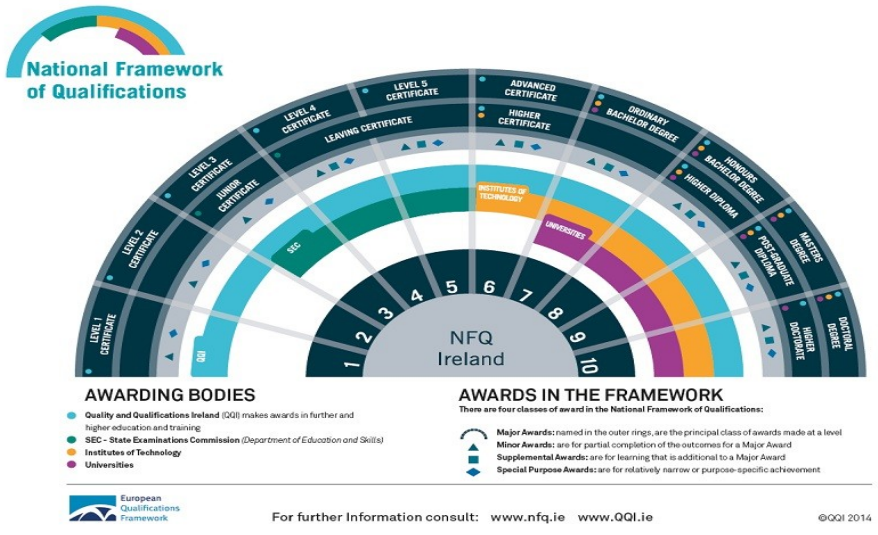
How do I know what level to do?

Learner Profile – Level 3
This programme is open to mature and young adult/school leavers who have either an interest in, or are working in a related role, and wish to achieve a relevant certificate, or feel they would benefit from developing basic skills in this sector. There are no minimum entry requirements. Applicants will have the opportunity to advise of any special learning requirements on application/registration. It is expected that participants will have a reasonable level of literacy, numeracy and interpersonal skills, and come from a wide range of social and cultural backgrounds. Participants will be expected to engage in some independent learning/ practical work outside the formal learning structure of the course. Generally learners engaging in this programme are ready to take on a new task in a personal capacity or role. Learners can follow straightforward instruction/direction and are moving towards independent learning in a small range of areas of interest. They can also read basic short text non-supported and can make sense of information and familiar and unfamiliar tasks can be carried out in familiar and unfamiliar settings.

Learner Profile – Level 4
This programme is open to mature and young adult/school leavers who have either have an interest in, or are working in a related role and wish to achieve a relevant certificate. There are no minimum entry requirements. Applicants will have the opportunity to advise of any special learning requirements on application/ registration. It is expected that participants will have a reasonable level of literacy, numeracy and interpersonal skills, and come from a wide range of social and cultural backgrounds. Participants will be expected to engage in some independent learning/practical work outside the formal learning structure of the course. Generally leaner's entering this programme will be comfortable reading, drafting, preparing and understanding personally relevant information, including quantitative information. Learners are capable of solving problems independently or as part of a group.

Learner Profile – Level 5
This programme is open to both mature and young adult/school leavers who have either an interest in or are working towards achieving certification in the chosen area. Participants applying for this award should hold a level 4 and/or leaving certificate and/or have relevant life and work experience. Applicants will have the opportunity to advise of any special learning requirements on application/registration. It is expected that participants will have a reasonable level of literacy, numeracy and interpersonal skills, and come from a wide range of social and cultural backgrounds. Participants will be expected to engage in some independent learning/practical work outside the formal learning structure of the course. Generally learner's engaging in this programme will be proficient at reading, drafting, preparing and understanding information across a broad range of topics, including quantitative information. Learners may also solve predictable problems well, independently and as part of a familiar and less familiar group and participate well in a chosen area of expertise using a range of tools and procedures, responsibly and autonomously.

Learner Profile – Level 6
This programme is open to mature and young adult/school leavers who have either an interest in this area, or are working in a related role and wish to achieve a relevant certificate. Entry requirements are a relevant Level 5 qualification and/or relevant life experience. Applicants will have the opportunity to advise of any special learning requirements on application/registration. It is expected that participants will have a reasonable level of literacy, numeracy and interpersonal skills, and come from a wide range of social and cultural backgrounds. Participants will be expected to engage in some independent learning/practical work outside the formal learning structure of the course. Generally leaner's entering this programme can fluently read, draft, prepare and understand complex information, including quantitative information, that is personally relevant and reflecting a broad knowledge base. Learners can also solve problems well, independently and as part of a range of different groups, accepting personal responsibility for the quality of the outcome.



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Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Floor and Wall Tiling** 3N0523 QQI L3/ 5 Credits	**Days:** **3-4**	**Assessment:** **100% Skills Demo** **Progression: Plastering 3N0571** **Specific Entry: None**

Programme Content:

This programme has been designed to help enable participants to develop the knowledge and skills necessary to prepare, plan and complete a range of tiling activities	• Select materials and tools required to complete a range of tiling activities • Understand relevant tools and techniques used by professionals to tile an area. • Prepare an area of tiling, complete cutting, fix and lay tiles Grouting and cleaning area after project completed • Follow designs and patterns while laying tiles • Understand relevant health and safety legislation

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Painting and Decorating** 3N0562 QQI L3/5 Credits	**Days:** **3-4**	**Assessment:** **100% Skills Demo** **Progression: Plastering 3N0571** **Specific Entry: None**

Programme Content:

To provide learners with the opportunity to develop the knowledge, skills and competencies necessary for preparing and designing an area required to work and complete a range of painting decorating tasks	• Health and Safety in Painting and Decorating • Preparation and design • Setting up • Selecting the right tools and materials • Removal of old paints or wallpaper, cleaning and filling , sanding, priming and staining • Painting and decorating a range of areas correctly • Clean up area and put equipment away correctly

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Plastering** 3N0571 QQI L3/ 5 Credits	**Days:** **3-4**	**Assessment :** **100% Skills Demo** **Progression:** **Home Repair and Maintenance 4N3774** **Specific Entry: None**

Programme Content:

To provide learners with the opportunity to develop the knowledge, skills and competencies necessary to complete a range of plastering finishes to internal and external surfaces	• Health and Safety in Plastering • Preparation and design • Setting up • Selecting the right tools and materials and ensuring the correct maintenance • Be able to identify a range of plastering techniques • Fixing dry lining slab to walls • Apply a range of plaster coats to both internal and external surfaces

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Woodcraft** 4N3185 QQI L4/ 10 Credits	**Days:** **5**	**Assessment 40% Project,60% Collection of Work** **Progression: Wood Finishing 5N1360** **Specific Entry: Level 3 or Life/ Work Experience**

Programme Content:

to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to use woodcraft tools and equipment safely, identifying characteristics of wood and be capable of choosing the best suited woods to use in a range of woodcraft activities that will involve marking out, drilling, cutting, trenching, sharing and joining of wood while, planning, designing and carrying out and finishing of wood-craft tasks.	• Select appropriate tools and equipment for specific tasks • State the characteristics of materials and finishes used in wood and timber • Select appropriate woodcraft techniques and wood finishes • Apply suitable preparations and finishes for specific tasks • Carry out a range of woodcraft techniques to include marking out, drilling, cutting, trenching, shaping, joining, assembly of halving joints, angle joints and dovetailing joints • Identify a range of artefacts where halving joints, angle joints and dovetailing joints are commonly used

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Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Home Repair and Maintenance** 4N3774 QQI L4/ 15 Credits	**Days: 6**	**Assessment : 60% Project, 40% Learner Record** **Progression: Building Services 5N4974** **Specific Entry: Level 3 or Life/ Work Experience**

to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to understand hazards associated when completing a range of home repair and maintenance tasks	• Health and Safety • Domestic plumbing including making joins, cutting or bending of pipes, fitting or replacing and repairing and installing of materials • Tiling project including measuring, preparation, cutting and fixing tiles • Domestic wiring, fit and connect a socket outline, light switch and fittings, wire a plug. • Prepare an area for painting,

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Handling Food Hygienically** 4N1119 QQI L4/ 5 Credit	**Days: 3**	**Assessment 20% Skills Demo 80% Exam** **Progression: Special Purpose 4S2087** **Specific Entry: Level 3 or Life/ Work Experience**

This programme has been designed to enable participants to develop the knowledge and skills necessary to understand the role of employees in relation to food hygiene and safety	• Understand your role and legislations • Chemical, physical and microbiological hazards, cross contamination and allergens • Foodborne illness • Pest control • Temperature and Temperature control • HACCP for food preparation, cleaning, waste disposal and pest prevention • Completing food safety documentation

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Handheld Pesticide Application** 5N0731 QQI L5/ 5 Credits	**Days: 3**	**Assessment 60% Skills Demo 40% Exam** **Progression:** Horticulture 5M2586 **Specific Entry: Level 4 or Life/ Work Experience**

This programme has been designed to help enable participants to develop the knowledge, skills and competencies necessary to under-stand the different infestation of pests that effect crop growth and learn the best control measures available	• Describe how infestations of pests affect crop growth and reduce quality and control methods available to farmers and growers • Explain the terminology used to categorise pesticides for crop production,. Principles and procedures for the safe handling, storage, application and disposal of pesticides • Laws and regulations • Prepare a hand-held applicator for work, including calibration,

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Boom Sprayer Application** 5N1797 QQI L5/ 5 Credits	**Days: 3**	**Assessment 60% Skills Demo 40% Exam** **Progression:** Horticulture 5M2586 **Specific Entry: Level 4 or Life/ Work Experience**

This programme has been designed to help enable participants to develop the knowledge, skills and competency necessary to understand the different infestation of pests that effect crop growth and learn the best control measures available	• Describe how infestations of pests affect crop growth and reduce quality and control methods available to farmers and growers • Explain the terminology used to categorise pesticides for crop production,. Principles and procedures for the safe handling, storage, application and disposal of pesticides • Laws and regulations • Prepare a hand-held applicator for work, including calibration,

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Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Handling and Distribution of Pesticide** 5N2466 QQI L5/ 5 Credits	**Days: 2**	**Assessment: 40% Skills Demo 60% Exam** **Progression: Horticulture 5M2586** **Specific Entry: Level 4 or Life/ Work Experience**
Programme Content:			
This programme has been designed to help enable participants to develop the knowledge, skills and competency necessary to ensure that people involved in the sale and/or distribution of pesticides are appropriately trained to cope with situations that may arise during the pesticide distribution phase	• Current Legislation • Pesticide Identification and Use • Symptoms of pesticide poisoning and first aid measures • Define roles and duties of a pesticide distributor • Operations of pesticide stores • Preparation, operation, maintenance and storage of pesticide application, • Develop operational and reporting procedures • Maintain the required stock movement documentation		

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Brick and Block Laying** 3N0919 QQI L3/ 5 Credits	**Days: 3-4**	**Assessment : 60% Skills Demo 40% Exam** **Progression:** Agriculture 5M2373 **Specific Entry: Level 4or Life/ Work Experience**
To provide learners with the opportunity to develop the knowledge, skills and competencies necessary to select the correct tools and equipment required to build a range of brick and block walls, ensuring that all maintenance on equipment is maintained correctly	• Health and Safety in brick and block laying • Preparation and design and Setting up • Selecting the right tools and materials and ensuring the correct maintenance Be able to identify a range of brick and block laying techniques • Construct a brick or block wall • Learning cutting techniques • Completion of work and general maintenance required		

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Hard Landscaping** 4N0681 QQI L4/ 10 Credits	**Days: 5**	**Assessment 100% Skills Demo** **Progression:** LCM 5N1908 **Specific Entry: Level 3 or Life/ Work Experience**
This programme has been designed to enable participants to develop the knowledge and skills necessary to indentify tools, materials and structural components used in the construction of hard landscape features using soil, concrete, brick, block, stone and timber	• Health and Safety • Tools and Materials used • Excavating foundations • Raised Beds • Prepare dry mix • Constructing flat features • Laying slabs or patios		

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Laying Kerbs Flags and Paviors** 4N2848 QQI L5/ 10 Credit	**Days: 5**	**Assessment 70% Project, 30 Exam** **Progression:** Construction Groundwork Skills 4S2854 **Specific Entry: Level 3 or Life/ Work Experience**
Programme Content:			
This programme has been designed to enable participants to develop the knowledge and skills necessary to be capable and investigating the key issues of health and safety regarding the hazards of laying kerbs, flags and paviors and be able to demonstrate the correct method required to lay them correctly ensuring no harms to them or others	• Health and Safety, Hazard identification and PPE • Bed thickness and Bed Strength • Methods for fitting kerbs around paved areas • Paving Patterns, Falls and Transfer levels from drawings • Topsoil and vegetation removal • Jointing kerbs and garden edges • Bedding, supporting, cutting and setting out		

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Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Landscape Construction and Maintenance** 5N1908 QQI L5/ 15 Credit	**Days: 6**	**Assessment 40% Project, 60% Skills Demo** **Progression: Horticulture 5M2586** **Specific Entry: Level 4 or Life/ Work Experience**
This programme has been designed to help enable participants to develop the knowledge and skills necessary to carry out appropriate landscape pre– building tasks			• Levels, falls, setting up profiles and sight rails. • Plot and draw a surveyed area to scale and calculate area and volume • Construct a small wall from brick or stone, steps, water feature, timber, drain, gully or rockery and estimate costs for the feature • Prepare ground for planting and plant a range of plants • Lawn and grass area, laying and maintenance • Controlling weeds, pruning, trimming and general maintenance

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Sport Surfaces Maintenance** 4N2429 QQI L4/ 10 Credit	**Days: 4**	**Assessment 20% Exam , 80% Skills Demo** **Progression: Horticulture 4M1994** **Specific Entry: Level 3 or Life/ Work Experience**
The purpose of this award is to equip the learner with the knowledge, skill and competence to maintain and repair a range of sports surfaces. On completion of the programme participants will be confident in undertaking a range of maintenance requirements including scarifying, feeding, mowing, carrying out a variety of repair activities including devoting, patching and or plugging. They will be able to plan, prepare and set out areas for a range of sporting activities while understanding the importance of health and safety in a sports surface sector			• Different sports surfaces • Describe how season, weather and soil conditions affect the type and frequency of maintenance operations • Make markings and set out on sports surfaces appropriate for a range of sporting events • Prepare sports surfaces, including selection and maintenance • Use a range of renovation and repair methods safely and correctly • Use equipment safely and in compliance with manufacturer's instructions

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Establishing Ornamental Flowers** 4N0662 QQI L4/ 10 Credit	**Days: 4**	**Assessment 20% Exam , 80% Skills Demo** **Progression: Horticulture 4M1994** **Specific Entry: Level 3 or Life/ Work Experience**
The purpose of this award is to equip the learner with the knowledge, skill and competence to plant, grow and maintain a range of flowering plants within a range of horticultural environments. Throughout the programme learners will be required to prepare, plant and maintain within a variety of settings including carrying out maintenance work on an established flower bed or boarder, design and plant a new flowering area and prepare handing baskets and or window boxes.			• Major factors affecting soil suitability • Maintain plant health and flowering • Single-dig a planting area to a consistent cultivation depth • Apply compost, manure and fertiliser to a stated rate • Prepare a seed bed for annual flowers • Prepare an area for planting flowering plants and Plant a range of plants • Protect newly planted ornamental flowering plants • Prepare hanging baskets, window boxes and tubs for planting

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Plant Propagation** 3N0569 QQI L3/ 5 Credits	**Days: 4**	**Assessment 80% Skills Demo / 20% Portfolio** **Progression:** General Learning 3M0874 **Specific Entry: No Minimum Entry Requirement**
Programme Content:			
to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to propagate a lrange of plants and vegetables using the correct tools and materials			• List the tools, materials and equipment • Explain the effect of temperature, water and fertility on the life cycle • Select suitable examples of a range of cuttings • Insert cuttings in a rooting medium using appropriate techniques and materials • Demonstrate the correct technique of layering and division • Sow a selection of seeds using appropriate techniques and materials, indoors or outdoors,

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Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Outdoor Vegetable Crop Production** 3N0890 QQI L3 / 10 Credits	**Days: 5**	**Assessment 80% Skills Demo / 20% Portfolio** **Progression:** General Learning 3M0874 **Specific Entry: No Minimum Entry Requirement**

This programme has been designed to help enable participants to develop the knowledge and skills necessary to understand and explain pH levels in the soil, the stages of preparation required for vegetable sowing and the tools and materials required in order to grow and harvest vegetables	• pH levels in the soil and carry out soil test • Preventative methods for controlling vegetable diseases and pests • Prepare the ground for growing vegetables • Sow a vegetable crop from seeds or transplant a crop to outdoors • Maintain the vegetable crop • Harvest the crop

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Planting and Potting By Hand** 3N0891 QQI L3/5 Credits	**Days: 3**	**Assessment: Portfolio/ Collection Of Work 20% and Skills Demo 80%** **Progression: General Learning 3M0874** **Specific Entry: No Minimum Entry Requirement**

This award enables learners to plant a variety of plants in pots and outdoors using a range of container growing techniques under supervision. Learners will also benefit from the team work and quality awareness in a horticultural environment learning also the value of communication whilst in a group. Learners will go through the step by step procedure involved in Potting on plants and the specific technique involved	• Apply appropriate health and safety measures when potting and planting. • Plant a variety of plants outdoors to include bulbs, bedding , plants, a tree and a hedge using appropriate techniques and materials. • Pot plants by repotting in a rigid pot or potting a pot rooted liner in a polybag. • Outline the benefits and purpose of potting and planting. • List the tools and materials required to plant and pot a range of plants and bulbs.

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Soil Science and Growing Media** 5N2530 QQI L5 / 10 Credit	**Days: 5**	**Assessment Exam 60%, Assignment 20% and Skills Demo 20%** **Progression:** Horticulture **5M2586** **Specific Entry: Level 4 or Life/ Work Experience**

This programme has been designed to help enable participants to develop the knowledge and skills necessary to be familiar with origins, characteristics and properties of soils and soil– less growing media, which will enable learners to be capable of manipulating the properties of soil to support crop production	• Learn the of physical, chemical and biological factors in soil formation • Identify the inorganic and organic components of soil • Complete soil samples • List the major nutrients and micronutrients required for plant growth • Compare the following fertiliser types inorganic, organic, straight, compound, liquid and controlled release. • Prepare suitable media for the production of sidelines container grown nursery stock and rooting cutting.

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Horticulture Tools and Equipment** 4N0683 QQI L 4/ 10 Credits	**Days: 4**	**Assessment 80% Skills Demo 20% Exam** **Progression:** Horticulture 4M1994 **Specific Entry: Level 3 or Life/ Work Experience**

This programme has been designed to help enable participants to develop the knowledge and skills necessary to use and maintain a range of horticulture tools and equipment correctly, being capable of identifying possible hazards and safety precautions required	• Prepare power hand tools pre starting safety checks, mixing fuel, checking for leaks and damage. • Use power hand tools safely i • Operate a pedestrian rotovator, scarifier, knapsack sprayer, mechanised raker, pedestrian mower, ride-on mower, trailing mower and compact-type tractor mower • Maintain all equipment while in use

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Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Agricultural Mechanics** 5N1745 QQI L5/ 10 Credits	**Days: 5**	**Assessment : 60% Skills Demo 40% Exam** **Progression:** Agriculture 5M2373 **Specific Entry: Level 4or Life/ Work Experience**
This programme has been designed to enable participants to develop the knowledge and skills necessary to understand mechanical principles applied to engines, machines, hand and power tools including focus, torque, pressure, power, horsepower, gears and belt speed and to be able to make compassion between diesel and petrol engines			• Mechanical principles • Diesel and petrol engines • Component systems of a tractor • Fuels, Oils and grease lubrication • Hand and power tools • Electrical Maintenance • 50 Hour and 500 Hour Services

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Chainsaw Operations** 5N3404 QQI L5/ 5 Credits	**Days: 3**	**Assessment 60% Project, 40% Assignment** **Progression:** Forestry 5M3425 **Specific Entry: Level 4or Life/ Work Experience**
Programme Content:			
This programme has been designed to enable participants to develop the knowledge and skills necessary to carry out risk assessment for chainsaw operations including maintenance and sawing and be able to complete maintenance to the chainsaw			• Risk assessments, hazards and maintenance • Safety operations of a chainsaw • Timber under strain/ tensions and compression • Pre starting checks • Start and check the chainsaw • Crosscut timber • Storage, cleaning, sharpening and setting

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Communications** 5N0690 QQI L5/ 15 Credit	**Days: 6**	**Assessment : 50% Portfolio 50% Skills Demo** **Progression: Any Major Award** **Specific Entry: Level 4 or Life/ Work Experience**
Programme Content:			
to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to gain an insight into and develop effective communication by learning the different levels of listening, being educated in reading, understanding body language and being able to demonstrate a range of verbal communication styles			• Analyse a range of communication and information technologies • Use appropriate non verbal and visual communication in personal and work settings including one to ones and group or team situations • Using verbal skills in a range of settings including presentations, team meetings and interviews • Reading techniques • Learn a range of drafting, proofreading and editing skills • Provide effective feedback, within the correct assertive manner

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Work Experience** 5N1356 QQI L5/ 1 Credit	**Days: 6**	**Assessment : 60% Portfolio / Collection of Work 40% Skills Demo** **Progression: Any Major Award** **Specific Entry: Level 4 or Life/ Work Experience**
to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to involve participants in the preparation and planning for their future careers			• Understand the rights and responsibilities • Compile a personal and vocational skills audit and career plan • Present relevant work experience material, • Participate effectively in work experience, to include observations of good timekeeping, working independently meeting deadlines, personal presentation, communication. • Demonstrate effective communication skills • Explore options for future education, training and employment

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Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Workplace Safety** 4N1124 QQI L4/ 10 Credits	**Days: 4**	**Assessment 100% Collection of Work** **Progression: Any Major Award** **Specific Entry: Level 3 or Life/ Work Experience**

This programme has been designed to enable participants to develop the knowledge and skills necessary to appreciate the importance of workplace safety by identifying work areas, hazardous equipment and learning about the correct protective clothing or personal protection required to work in that area	• Health and Safety and the law • Hazard identification and PPE • Fire Safety Risk Assessments • Handling heavy, hazardous and fragile items • Reporting Accidents in the workplace • Safety Statements, Reporting Hazards in the workplace

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Occupational 1st Aid** 5N1207 QQI L5 / 5 Credit	**Days: 3** **€170**	**Assessment : 70% Skills Demo 30% Exam** **Progression: Any Major Award** **Specific Entry: Level 4 or Life/ Work Experience**

This programme has been designed to help enable participants to develop the knowledge and skills necessary to practically provide treatment for the purpose of preserving life or minimising injury and coordinate 1st Aid	• Patient assessment • Respiratory emergencies • Cardiac first response • Wounds and bleeding • Altered levels of consciousness • Musculoskeletal injuries • Burns and scalds, chemicals, electric shock.

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	Training Delivery and Evaluation 6N3326 QQI L6/15 Credits	**Days 6:**	**Assessment: Project 40%, Skills Demo 40% and Learner Record 20%** **Progression Training and Development 6S3372** **Specific Enter: Level 5 or Life/ Work Experience**

This programme has been designed to help enable participants to develop the knowledge and skills necessary to confidently deliver tailored and planned training programmes to a range of learners, being able to assess and evaluate methods used while adhering to specific learning outcomes.	• The Learning environment, the trainer and learning methodologies • Current legislations that impact adult education and delivery • Evaluation models, approaches, tools and techniques used to monitor • Appropriate training content, materials and aids • Delivering a training programme **and** constructive feedback • Reporting on training programmes including identification of successes and improvement

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Leadership** 6N2191 QQI L6/ 15 Credits	**Days: 6**	**Assessment 60% Skills Demo and 40% Learner Record** **Progression: Management 6M4587** **Specific Entry: Level 5 or Life/ Work Experience**

to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to strengthen their management and leadership skills, by investigating the different management and leadership approaches and styles	• Analyse the evolving role of leadership over time, to include current and past examples • Evaluate Leadership styles and approaches • Personal Leadership plan for a task, project or job • Effective communication skills, to include presentations, listening, making suggestions and giving feedback • Problem solving skills, action plans, execution plans and evaluating • Conflict resolution, interacting with others and motivation

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Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Career Preparation** 3N0896 QQI L3 / 10 Credits	**Days: 4**	**Assessment 100% Portfolio** **Progression: Employment Skills 3M0935** **Specific Entry: None**

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	• Understand the principle when preparing for a career • Investigate career opportunities • 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

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Communication** 3N0880 QQI L3/ 10 Credits	**Days: 5**	**Assessment 100% Portfolio** **Progression: General Learning 3M0874** **Specific Entry: None**

to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to explore a range of different communication styles in a range of different environments including reading, writing and verbal communication	• Understand and be capable of completing a range of reading techniques • Becoming confident in extracting main facts from simple reading material in work and life settings • Learn to draft, proof, spell and sentence structures . • Be capable of note and minute taking • Improve listening, speaking and body language skills • Communicating one to one and in group settings

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Customer Service** 5N0972 QQI L5/ 15 Credit	**Days: 6**	**Assessment: 60% Skills Demo , 20% Assignment 20% Exam** **Progression: Marketing 5M2069** **Specific Entry: Level 4 or Life/ Work Experience**

Programme Content:	
to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to enable learners to deliver quality customer service skills in any industry. It is well known that strong customer service pays great dividends to an organisation's long-term stability and growth	• Identity key features of good customer service • Understand consumer legislation and associated regulatory organisations providing customers with protection • Be able to demonstrate excellent customer service t • Apply and develop your own personal skills, qualities and attitudes to provide outstanding service to customers • Be capable of observing customers behaviour and be capable of mirroring to build relationships • Be capable of dealing with challenging situations

Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Reception and Frontline Office Skills** 5N1407 QQI L5/ 15 Credits	**Days: 6**	**Assessment: 50% Portfolio/ Collection of Work and 50% Skills Demo** **Progression: Business Administration 5M2468** **Specific Entry: Level 4 or Life/ Work Experience**

: to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to demonstration good interpersonal skills with dealing with clients/customers in person or on the telephone. To understand the functions of a receptionist within a number of different orgainisations to include various administration duties while maintaining a friend and business like manner	• Skills required to work as a receptionist • Functions of a receptionist and front desk activities • Effective communication skills • Dealing with awkward situations • Greeting visitor and escorting to destination • Marking and answering calls confidently and effectively • Information and communication technologies

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Programme Outline	Programme Name	Programme Duration	Assessment
CLICK HERE	**Retail Selling** 5N1619 QQI L5/15 Credit	**Days 6**	**Assessment : 60% Skills Demo , 40% Assignments** **Progression: 5M2069 Marking** **Specific Entry: Level 4 or Life/ Work Experience**

to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to great customers in a appropriate manner, to use active listening skills to identify specific customers needs and be able to demonstrate product knowledge in order to close a sale.	• Understand the feature of full personal service • Appropriate methods of opening a sale • Demonstrate feature of a product, Recognising buying signals • Dealing with objects **and** Closing a sale • Legal responsibilities under current legislation • Deal effectively with customer complaints

Non Accredited

Assertiveness Training 2days - €100pp Progression: Communications	**Business Coaching Skills** 2days - €100pp Progression: Coaching	**Clinical Risk Assessment** 1days - €50pp Progression: Health & Safety	**Manual Handling** 1days - €50pp Progression: Work Place Safety
Cardiac 1st Aid 2days - €100pp Progression: Occ 1st Aid	**Childcare Manual Handling** 1days - €50pp Progression: Occ 1st Aid	**Fire Safety Training** 1days - €50pp Progression: Work Places Safety	**Presentation Skills** 1days - €50pp Progression: Training and Evaluation
Risk Assessment Skills 1days - €50pp Progression: Work Place Safety	**Introduction to HACCP** 1days - €50pp Progression: HACCP	**Manager & Leadership Skills** 1days - €50pp Progression: Leadership	**Negotiation Skills** 1days - €50pp Progression: Customer Service
Patient Handing 1days - €50pp Progression: Healthcare	**Time Management** 1days - €50pp Progression: Any	**Health and Safety** 1days - €50pp Progression: Workplace Safety FETAC 4	**Paediatric 1st Aid** 1days - €50pp Progression: Childcare FETAC 5
Lawn Mower & Strimmer's 2 days - €100pp Progression: Horticulture Tools & Equipment	**Infection Control** 1 days - €50 Progression: Work Place safety	**Equality Awareness** 2 days - €100pp Progression: Any FETAC Programme	**CV Preparation and Interview Skills** 3 days - €150 Progression: Communication

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Information to Learners

In order for HCT to process your certificate they will require information from you this will include your FULL NAME as per birth Certificate or Passport, your correct PPS Number and your Date of Birth as it is a QQI Requirement, we will also require you highest level of education and or your relevant work experience in order to gain acceptance onto the programme.

HCT will also ask for your address details and telephone number so we can submit certification for you.

Please note furnishing HCT with false, misleading or incomplete information relating to a booking may cause denial of a learner's course.

Most of our programmes will run between 3 to 6 weeks, depending on the programme the deadline for assessments will be:
Levels 3 – 5: Participants will have 4 weeks to complete their assessments
Levels 6 – Participants will have 6 weeks to complete their assessments

The Information Provided when booking a programmes will be used to send certificates out, Please make sure we have the correct address as there could be a cost associated with Certification Re-issue, please note, if you are completing the booking form on behalf of other supervisors please communicate this information to them to avoid confusion.

As these programme will be delivered to adults HCT will not make contact with learners or supervisors if assessments have not been received. It is the sole responsibility of learners to ensure assessments are received on time.

Submitting your assignment

A receipt must be placed in front of your assignment and retuned directly to your tutor or HCT. Assignments submitted after the agreed deadline will NOT be accepted by HCT for correction, except where the learner has followed the HCT policy on the Submission of Late Assignments. Assignments that are incomplete, falling apart or illegible will not be accepted for submission. Any additional paperwork handed up by participants must be signed, dated and numbered in the correct order. Participants must save and retain a copy of all submitted assignment work. Participants must post in assignments by registered post. Once HCT have receive the assessment in their head office they will process it and send an email to the person that has booked or paid for the programme confirming they have received it.
After certification, HCT will keep all assignments for a period of 1 year. Participants may wish to request their assessments to be returned to them and HCT are happy to oblige this request. Please note there is an administration and courier cost of €15 applied to this service. All assessments are securely destroyed 12 months after the certification date. In the case of plagiarism, assessments will not be returned to the participants

Participants will also need to sign the following declaration
Participant Declaration: I declare that all of the work submitted for this assessment is my own and that no part of it has been copied from any source material unless referenced, including any group work undertaken. I also confirm that I have not given anyone my work to submit part or all of the assignment I understand that by doing this could also jeopardise my assessment as will be seen as taking part in plagiarism.
I understand that if any part of the assignment submitted for this assessment is found to be plagiarized, certification will be withheld until an investigation has been carried out.

Assessment Receipt

On arrival each assessment will independently be checked in by a HCT staff member that works closely with the Internal Verifier, there job is to ensure that we have received the assessment in full, log the date or receipt (ensuring it is within the given time frame) check that learners have completed the assignment receipt declaration and send an email to the person that has booked or paid for the programme confirming they have received it. At this point a marking sheet will be printed and when the date line has past the Internal Verifier will be notified.

Assessment Marking by Assessor

Once all assessments have been received the internal verifier will contact a subject matter expert who has experience in the field to assess all the assessments in that sector due for submission. Each assessor will be provided with a marking scheme that has been well developed and elaborated on the existing assessment criteria, this is to ensure fair and constant assessment of learners work. Each learner will have their own independent making sheet and assessors will be required to complete a report on each completed group they have marked.

Internal Verification

Each Centre must internally verify all the results and assignments. The internal verifier is nominated by the centre and is usually an employee of the centre. Their role is to ensure that all assignments are present and correct, marks are correctly added and that everything is in order for the visit of the External Authenticator.

External Authenticator

Each Centre must appoint an External Authenticator to visit the centre and validate their results. FETAC have established a panel of External Authenticators from which the centre must choose a suitable EA. The EA will visit the centre and assess a sample of the awards the centre is offering. They can adjust marks of the learner. Their role is to ensure the national standard is being maintained by the centre.

Needing more information???? Click on the level you are interested in

Level 3,4,5 | Level 6

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Results Panel
The Centre must establish a results panel. This can consist of the centre manager and some subject experts and those familiar with QQI and its assessment processes. Their role is to review the internal verifier and external authenticator reports. Their final judgement stands.
Once the centre has gone through the 3 stages above, they can then submit their results to QQI for certification. All of the above is done in line with QQI key dates.

Results Letter Policy
HCT will send out a letter of results to individual learners and to CE Scheme Supervisors/ Learner Representatives of results that have been externally authenticated by an External Authenticator.
For each module/component in which the required standard has been achieved, a candidate
gains credits or a Minor Award. Modules/components at Levels 1, 2 and 3 are classified as Successful where a learner has achieved all the outcomes required. Modules/components at Levels 4, 5 and 6 are graded as follows:
Pass = 50% - 64% Merit =65% - 79% Distinction = 80% - 100%

Reasonable Request of Accommodation
HCT will facilitate learners who may need extra support/resources. Reasonable accommodation could include various aids during the programme for a variety of reasons, including literacy issues, disability, or extensions on your assessment etc.
Please Note
Extensions are only granted in exceptional circumstances and must be requested in advance and in writing. Valid excuses include bereavement, serious illness, an accident or other serious personal issues. Where possible these should be supported by documentary evidence. If you are experiencing problems you should inform HCT as soon as possible.

Not Happy with your Result?
Only approved results can be formally appealed by the learner. Consequently, the Hughes Consultancy and Training Limited appeals process is enabled when:

- all results have been approved through the results approval process
- learners have been issued with the approved results flagging the opportunity to appeal
- a request for an appeal has been received within 14 days of the issue of approved/final results

Programme Review
In order to ensure that the programme is relevant and up-to-date it will be reviewed against the background of the methods and standards currently applied in Industry. We do this by:

Client Mid Programme Monitoring Review Report: HCT will carry out Client Mid programme monitoring reports as part of all programmes, these reports facilitate in developing HCT programmes.

Mid Programme Review: All learners must complete a Mid Programme Evaluation Form. Tutors are requested to ensure that this form is completed correctly and in full with valid and relevant comments on improvement etc.

Learner/Tutor Feedback: Meetings that take place with the tutor and learners during a training programme are to be documented .

Client End of Programme Feedback: At the end of each programme HCT contacts the client for feedback, this is to ensure continuous development of programmes.

End of Programme Review: The purpose of this meeting is to highlight any issues or problems and to discuss the development and improvement of the programme going forward so as to ensure consistent improvement in programme delivery etc.

End Programme Learner Feedback
All learners are required to complete the End of Programme Feedback Form. HCT requests that tutors ensure these forms are completed in full with relevant suggestions and remarks.

Participant Feedback of Assessment: 6 – 8 weeks after learners have received their results HCT will contact them with a request for feedback on the assessment process

Post Programme Feedback: Learners will receive a provisional results letter once External Authentication has been carried out. On receipt of this letter learners have 2 weeks to appeal their result.

Programme Review: Programme reviews will take place throughout the year, tutors deemed experts in their chosen subject will be required to attend a meeting with HTC to review and improve programme content and assessment.