



# HCT

Progressive, Innovative & Interactive Training



## Work Experience

### LEVEL 4



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QQI AWARD

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## Work Experience 4N1168

**Programme Aim:** The purpose of this award is to equip the learner with the relevant knowledge, skills, and competencies to participate in the workplace for a limited time and to carry out work-related tasks while under supervision. During the programme, the participants will be required to participate effectively in work experience, to include punctuality, working under direction, personal presentation, adherence to health, safety, and other relevant regulations. On completion of the programme the learner will feel more confident when demonstrating effective communication skills in the workplace, to include taking and clarifying instructions and interaction with others as appropriate.

### Participants of this programme will:

- Understand basic rights and responsibilities of employees and employers
- Interpret factors which influence work opportunities locally, to include globalisation, skills bases, economic and population shifts, and new technology
- Be capable of Identifying personal strengths and weaknesses
- Can Identify employment and learning opportunities
- Have the ability to put together a CV, letter of application, skills checklist, statement of learning goals, and associated action points
- Reflect on the period of work experience

### Programme Content

- Explore options for future education, training, and employment in light of work experience
- factors which influence work opportunities
- Describe the impact of paid and unpaid workforce participation
- Identify the basic rights and responsibilities of employees and employers
- CV and application writing
- Participate effectively in work experience

### 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 4 on the National Framework of Qualifications
<b>Progression and Credit Value</b>	This programme is worth 15 Credits towards a major award in Employment Skills 4M0857. Learners can transfer to another programme. HCT must be notified on day one of the programme that you wish to transfer free of charge, after day one the fees for the new programme will apply
<b>Duration</b>	This programme will run for 6 contact days and will require participants to complete some work in their own time
<b>Who should attend this course</b>	People looking to improve their writing, reading, and interpersonal communication skills
<b>Required fluency in generic skills</b>	Learners entering programmes leading to awards at level 4 will usually be comfortable reading, drafting, preparing and understanding personally relevant information, including quantitative information. Learners will also be capable of solving familiar problems well, independently and as part of a group
<b>QQI Assessment</b>	Participants who wish to achieve a QQI Component Certificate must complete 60% Skills Demonstration and 40% 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>	A learner seeking entry to a programme leading to awards at level 4 does not need a previous formal qualification. Some learners may have achieved some certification at level 3 and we would recommend they have life or work experience within the chosen programme sector. Recognition of Prior Learning may be considered to gain access without having certification entry requirements, to gain exception within a programme, attain an award based on experience which they don't hold formal qualification in, contact our office for more information

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