



HCT

Progressive, Innovative & Interactive Training



Work Experience

LEVEL 4



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HCT

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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, skill and competence 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 and on completion of the programme they should be better at 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, new technology
- Be capable of Identify personal strengths and weaknesses
- Can Identify employment and learning opportunities
- Have the ability to put together 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

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| Programme level | This programme leads to a Level 4 on the National Framework of Qualifications |
| Progression and Credit Value | Major award in Employment Skills 4M0857, this programme is worth 15 Credits towards the above major award |
| Duration | This programme will run for 5 contact days and will require participants to complete some work in their own time |
| Who should attend this course | People looking to improve their writing, reading and interpersonal communication skills |
| Required fluency in generic skills | Learners entering programmes leading to awards at level 4 will usually be comfortable reading, drafting, preparing and understanding personally relevant information, including quantitative information. Learner will also be capable of solving familiar problems well, independently and as part of a group |
| QQI Assessment | Participants who wish to achieve a QQI Component Certificate must complete 60% Skills Demonstration and 40% Collection of Work |
| Resources Required in Order to Successfully Complete the Module | 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 |
| Specific Entry/Access & Exemptions required | 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 |

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