



# HCT

Progressive, Innovative & Interactive Training



## Work Experience

### LEVEL 5



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QQI AWARD

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## Work Experience 5N1356

**Programme Aim:** 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 and work by learning their rights and responsibilities when working as an employee, investigating opportunities available, researching position openings and job seeking skills, learning interview tools and techniques then working under direction in a specific vocational area and reviewing and evaluating that work. The experience of work enables learners to develop work skills, evaluate employment opportunities and cope with changing work environments.

### Participants of this programme will:

- Analyse key challenges and opportunities facing a particular vocation area
- Compile a personal and vocation skills audit and career plan to include goals and action points
- Present relevant documentation to include personal CV and letter of application
- Demonstrate effective communication skills to include personal, interpersonal and technological communication skills
- Explore options for future education, training and employment in light of work experience.

### Programme Content

- Understand the rights and responsibilities of employees and employers
- Compile a personal and vocational skills audit and career plan
- Present relevant work experience material, to include a CV or personal statement, letter of application, evidence of job-finding skills and skills checklist.
- 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

### 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 5 on the National Framework of Qualifications
<b>Progression and Credit Value</b>	Marketing Major Award, 5M2069, This programme is worth 1 Credit of 8 to achieve a Major Award or 15 in the new common awards system
<b>Duration</b>	This programme will run for 6- contact days depending on the project and will require participants to complete some work in their own time
<b>Who should attend this course</b>	People seeking skills in or are looking to gain formal qualification in Work Experience within a key industry
<b>Required fluency in generic skills</b>	Learners entering a programme leading towards an award at Level 5 will usually be proficient at reading, drafting, preparing and understanding information across a broad range of topics, including quantitative information. Learners may solve predicable problems well, independently and as part of a group. Learners participate well in a chosen area of expertise, using a range of tools and procedures, responsibly and autonomously.
<b>QQI Assessment</b>	Participants who wish to achieve a QQI Component Certificate must complete Collection of Work 50%, and Skills Demonstration 50%
<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 5 does not need a previous formal qualification. HCT would highly recommend that that learners have achieved some certification at Level 4 or have relevant work/ life experience

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