



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. Learns will explore their rights and responsibilities when working as an employee, investigating opportunities available, researching position openings and job seeking skills. Learners will explore interview tools and techniques when 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 communications 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

Programme level	This programme leads to a Level 5 on the National Framework of Qualifications
Progression and Credit Value	This programme is worth 15 credits towards a major award in Office Administration 5M1997
Duration	This programme will run for 6 contact days depending on the project and will require participants to complete some work in their own time
Who should attend this course	People seeking skills in or are looking to gain formal qualification in Work Experience within a key industry
Required fluency in generic skills	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 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
QQI Assessment	Participants who wish to achieve a QQI Component Certificate must complete 40% Skills demonstration and 60% portfolio
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 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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