

## **Programmes Objectives**

### **QQI Level 5 Work Experience 5N1356**

The purpose of this course is to prepare the Learner with the relevant knowledge, skill and competence to participate in the workplace for a limited time, carrying out work-related tasks independently while under general direction.

## **Learning Outcomes**

1. Examine work organisations and personal career opportunities in a particular vocational area, to include consideration of work related issues and needs
2. Analyse key challenges and opportunities facing a particular vocational area
3. Summarise the basic rights and responsibilities of employees and employers in a particular work, organisational or institutional context, to include health, safety and welfare at work, equality legislation, union representation and regulations relating to pay
4. Compile a personal and vocational skills audit and career plan for a specific vocational area, to include goals and action points for the period of work experience
5. Present relevant work experience material, to include a CV or personal statement, letter of application, evidence of job-finding skills, skills checklist, statement of learning goals, contractual arrangements
6. Participate effectively in work experience, to include observation of good timekeeping, working independently while under general direction, meeting deadlines, personal presentation, communication, adherence to health, safety and other relevant regulations
7. Demonstrate effective communication skills in the workplace, to include personal, interpersonal and technological communication skills
8. Reflect on workplace experiences, to include feedback by supervisor(s) or mentor(s) on personal performance and challenges such as conflict, criticism, meeting new people and learning in relation to quality management
9. Explore options for future education, training and employment in light of work experience.

## **Assessment/Exams/Skill Demonstration**

Portfolio x3 (50%) Assignment x1 (20%) Skills Demonstration x1 (30%)

## **Duration**

10 X Days (one per week) plus self-directed fully supported learning

## **Learner Progression**

Learners who successfully complete this course may use the associated credits towards a Major Award.

**For further information please call us on (01) 802 0417**