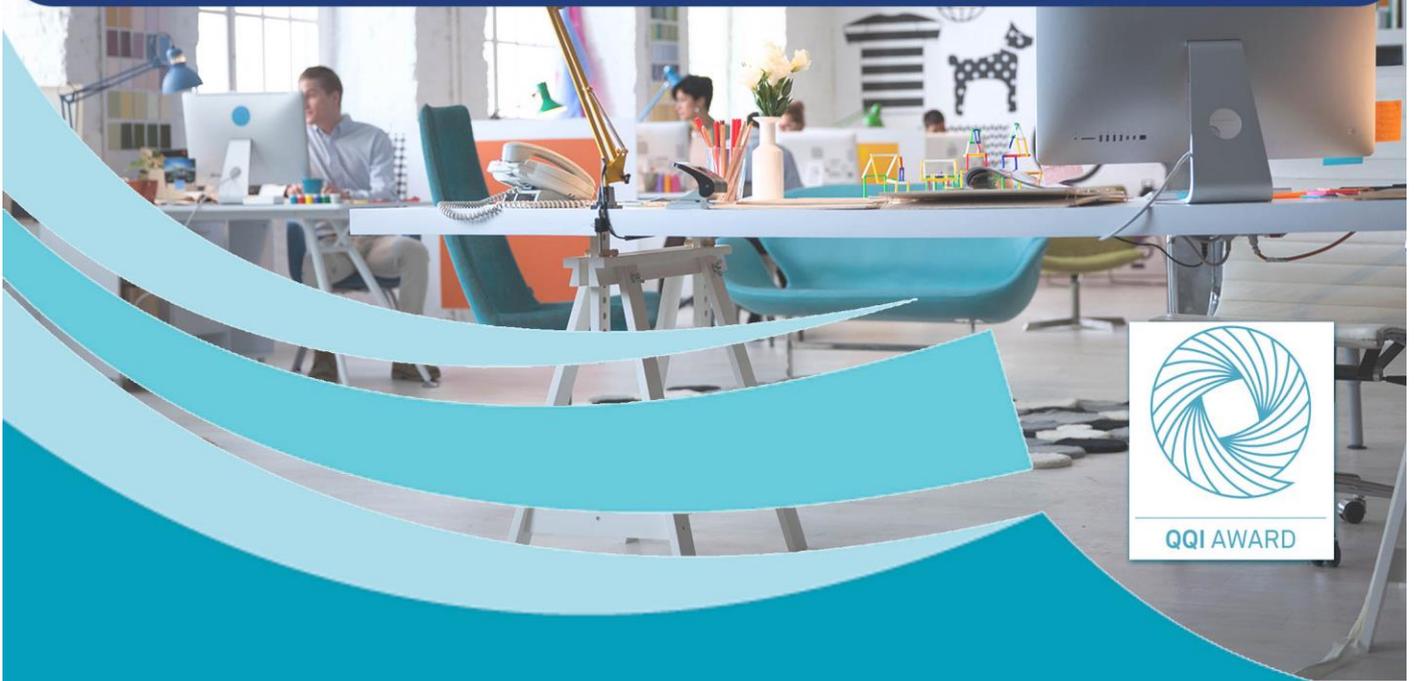


LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

QQI Work Experience 6N1946

Course Information



ESTB. 1988

| P: 044 - 934 2754 | | W: www.lirbusinesscentre.com |
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Programme Objectives

QQI Work Experience 6N1946

This programme module aims to provide a learner with the relevant knowledge, skills and competence to prepare for, undertake and evaluate a work placement of no less than 10 days or 60 hours which would take place within their vocational area. An element of supervisory duties must also be incorporated into the work placement.

Entry: Leaving Certificate, QQI Level 5 Certificate or equivalent life/work experiences.

Learning Outcomes

1. Analyse work related issues and trends in a chosen public, private or voluntary area of work.
2. Demonstrate understanding of the up-to-date theoretical and or technical knowledge underpinning practice in a particular area of work.
3. Research the rights and responsibilities of employees and employers in a particular work context to include health, safety and welfare at work, equality legislation, union representation and regulations relating to pay and confidentiality.
4. Reflect on challenges and opportunities in the chosen public, private or voluntary sector globally and nationally, to include the impact of challenges and opportunities on personal career choice and direction.
5. Utilise effective written and interpersonal communication skills, drawing on appropriate communication technologies, to include a CV, letter of application, evidence of job-finding skills and skills checklist.
6. Present a detailed personal skills audit and career plan for a specific vocational area, to include personal goals and action points, development opportunities and career paths.
7. Demonstrate supervisory skills and capacities, to include the skills and qualities required for a particular post in the public, private or voluntary sector.
8. Investigate options for future education, training and employment in light of work experience.

Assessment

Collection of Work 60% and Skills Demonstration 40%

Duration

This Programme comprises of 1 module. The duration of this module is typically 150 hours. This is a combination of 50 hours of Directed Learning and 100 hours of Self-directed learning. The 50 hours of Directed Learning takes place in Classroom Attendance and 'Live' Tutor Online Classes. Self-directed Learning is learner-led, and it includes self-directed study, through Lir eLearning Hub, preparation and reflection time. There are Virtual Office Hours throughout the week also to give you the opportunity of meeting your Tutor online if you have any queries.

A Blended and Online Course with 'Live' Tutor classes, optional Virtual Office Hours and Tutorials and One-OR 5 x Workshops (1 day per week) or 8 x Evening Classes plus self-directed learning with online support.

Fees and Payment Options

- Course fee: see www.lirbusinesscentre.com or phone Lir Reception 044-9342754 for a Quote.
- Payment 1) In full, or 2) Flexi-payments/Funding 3) In-Company - separate quote.
- You may qualify for funding by contacting your local Intreo/DSP Office.

Entry Requirements

It is expected that you will have a range of learning styles, strengths and needs related to the programme and have the capacity to take responsibility for your own learning within the managed classroom and online environment provided by Lir Business Services & Training Centre Ltd.

A competency test may be carried out for English language and literacy and/or keyboarding/computer skills to ensure that you have the skills necessary to complete the programme.

Delivery Mode(s)

Delivery modes include:

- Centre-based (face-to-face 'Live Tutor' instruction/in a classroom/and online class environment)
- Workplace learning
- Blended learning (hybrid model where a portion of learning is classroom-based and a portion of which is web-based learning)

Learner Progression

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

For more information, visit www.lirbusinesscentre.com.