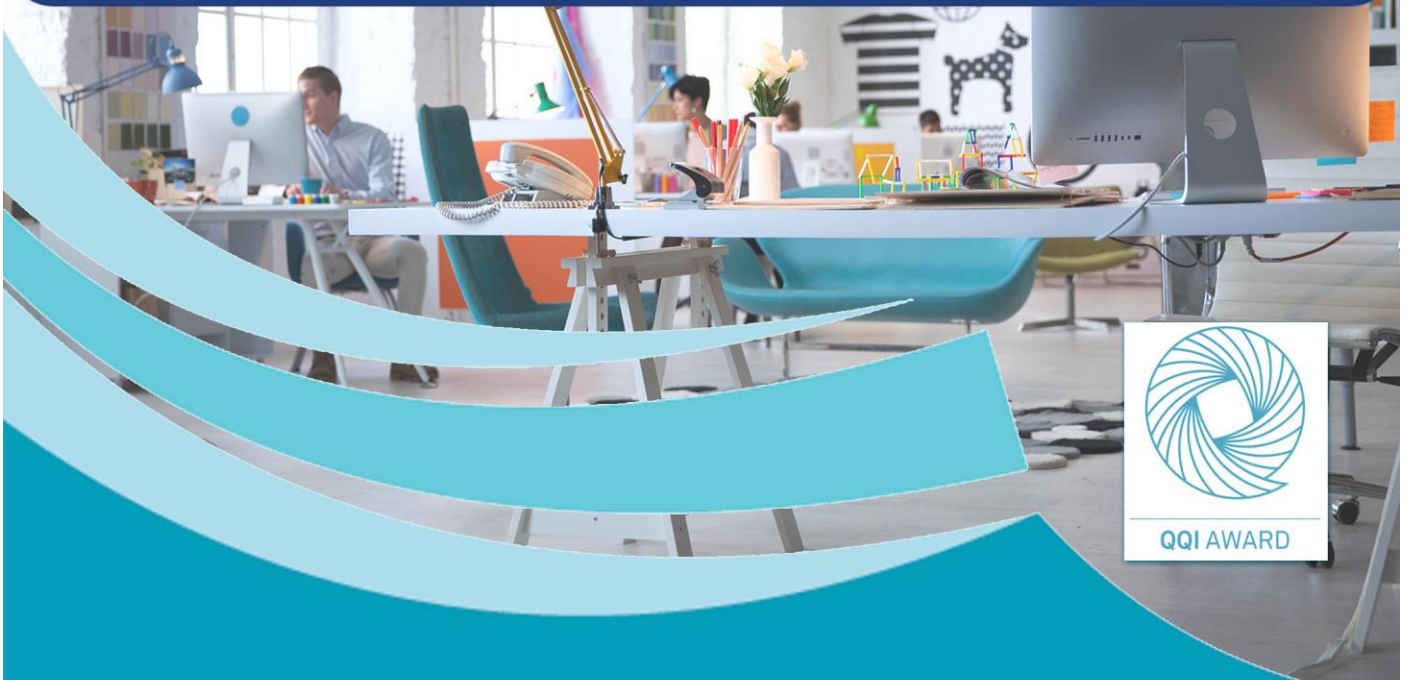


LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

QQI Supervisory Management 6N4329

Course Information



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

QQI Supervisory Management 6N4329

The main purpose of this programme is to provide learners with the techniques and tools required to work in a supervisory management role in a wide variety of organisations by instructing them in key areas such as their roles and responsibilities, performance management, employment legislation, recruitment, data protection, budgeting and operational planning.

Entry: Leaving Certificate Level or equivalent and/or life/work experiences.

Learning Outcomes

1. Summarise the duties and responsibilities of a supervisory manager, to include reference to relevant policies and services in the chosen vocational or work environment
2. Evaluate up-to-date industry standards, guidelines and recommended practices that affect the work environment, to include the purpose and methods of supervision, the staff code of conduct, advantages and disadvantages of in-house and contract staff, and of membership of professional or trade associations, trade unions and/or a works committee
3. Describe the precautions necessary to safeguard information and/or records
4. Describe key steps required to recruit staff, to include pre-planning, methods to source and screen staff, use of an application form to shortlist candidates, and the benefits of a chosen approach
5. Analyse the risks for which adequate insurance cover is recommended
6. Draft a range of procedures for work-related activities, to include lines of communication with clients, colleagues and other relevant parties, procedures for maintaining effective standards of service, criteria for staff recruitment, criteria for supervisory procedures
7. Devise a system for maintaining work-related records, to include operational records, a work roster for operational staff, and a maintenance schedule for equipment and vehicle
8. Prepare a departmental budget, to include details of planned spending under a number of headings and of contingency spending
9. Train staff, drawing on up-to-date industry standards in training using appropriate aids and supporting material, and assessing the suitability of individuals during the training session
10. Carry out staff evaluations to include achievement of objectives, feedback on performance, identification of opportunities for personal development

Assessment

Skills Demonstration 60% and Portfolio/Collection of Work 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.