

Information Request

(Please complete all sections in block capitals)

Block Capitals

Name _____

Address: _____

Tel. No. _____

Mobile No. _____

E-mail: _____

:

Signed : _____

Date : _____

Please forward completed form to:-

**Neil Dawn Associates,
Belleek Avenue,
Ballina,
County Mayo**

Contact Details

Anne 087 2394529
Or
Neil Dawn 087-2907850

Telephone: 096-73886

E-mail: neildawn@eircom.net

Neil Dawn Associates
is a

FETAC & City & Guilds
Registered Centre



Neil Dawn Associates

Belleek Avenue
Ballina
Co Mayo
Ireland

Neil Dawn Associates



Work Experience

FETAC – Level 5



Course Details

Work experience is a planned experiential learning activity and is an integral part of an education process. It involves the learner plan and prepare for work, work under direction in a specific vocational area and reviewing and evaluating that work. This module will enable learners to review work practices against the care homes Quality Assurance procedures and ensure the requirements of **HIQA** are met. It also enables learners to develop work skills, evaluate career opportunities and cope with changing working environments.

This learning module has been developed to enable participants build their competence and confidence in a unique learning style that caters for individual learning needs and abilities.

Learning Outcomes

On completion of this programme participants will be able to:-

1. Plan and prepare for work setting goals and evaluating set goals.
2. Review career choices and develop an ability to identify opportunities and career progression.
3. Assess work activities against the Quality assurance procedures and appropriate **HIQA** requirements.
4. Understand basic rights and responsibilities of employers and employees defined by legislation.
5. Practice effective communication methods in the workplace including personal, interpersonal and technological.
6. Understand the importance of participating in the workplace from carrying out tasks, to meeting deadlines and good time keeping
7. Critically evaluate overall performance during work experience against previously set goals, personal qualities and prior career aspirations.

This “learning” programme uses techniques that increase individual’s ability to learn and desire to implement new learning. Each session will be highly participative, with practical exercises, role plays and scenarios

Programme Content

The programme is grouped into 3 units

- Planning and Preparation
- Experience and Review
- Evaluation

Assessment Process

All assessment is carried out in accordance with FETAC regulations. Assessment is devised by the internal assessor, with external moderation by FETAC.

Learner Record 50%

A personal journal which will include a description of the learner’s planning and preparation, experience in the workplace which indicate what new learning took place, challenges, positive aspects, review of goals and future plans in light of workplace experiences.

Skills Demonstration 30%

Candidates will be assessed on one or more skill demonstrations by the workplace supervisor. A Supervisor Report Form will be completed.

Assignment 20%

Students will complete an assignment detailing the industry/sector and the range of occupations available in their work area. The assignment will also detail qualifications and experience required and will explore career opportunities.

Certification

This is a mandatory module for students that wish to gain a major award at FETAC level 5 – Work Experience (W20008).

Programme Schedule

This module can be delivered over four days. One day per week over four weeks

Desired Admission Requirements

- General standard of education.
- Ability to learn in a group environment.

Neil Dawn Associates

Neil Dawn Associates is based in Ballina, County Mayo and has provided training to all types of organisations from FETAC level 3 programmes to currently running a Masters Degree programme accredited by Leeds Metropolitan University. Established in 2000 and based in Ballina Neil Dawn Associates offers quality training with excellent results.

HIQA Quality Assurance Programme

The new *National Quality Standards for Residential Care Settings for Older People* in Ireland and the **Health Information and Quality Authority (HIQA)** have been established to drive high quality and care for people using our health and social services.

To enable Care homes to meet the 7 sections and 32 standards of HIQA Neil Dawn Associates have developed a coaching programme to assist care homes develop their Quality Assurance processes in order to meet the requirements of the **HIQA** Standards. The programme will enable care home proprietors, management and staff to meet their responsibilities in the development of the procedures and the inspection.

Whilst the coaching programme can be undertaken on a one-to-one basis it is much better completed within a local network of Care Homes learning with and from each other.

For more information contact: Anne