HCT

Progressive, Innovative & Interactive Training

Career Preparation

LEVEL 3

QQI AWARD

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QQI AWARD

Career Preparation 3N0896

Programme Aim: To provide learners with the opportunity to develop the knowledge, skills, and competencies necessary to prepare for their future careers. Upon completion, participants will have developed a range of skills which will provide them with the tools and techniques necessary to seek employment which is best fit for their skill set. During the programme, participants will have the support to develop and prepare required documents to include a personalised resume. Learners will also gain the confidence to attend interviews and approach difficult questions. This will enable learners to gather better information and make informed decisions about work, training, and educational opportunities

Participants of this programme will:

- Understand where to start when searching for employment
- Develop personalised documentation that will maximise their unique selling attributes.
- Be capable of investigating possible job opportunities and plan for their future goal's
- Have an insight into positive communication and body language
- Learn how to best prepare for interviews
- Develop more confidence when attending interviews

Programme Content

- Understand the principle when preparing for a career
- Investigate career opportunities
- Become aware of local and foreign work opportunities including preparation required
- Job Seeking skills
- Confidence and Question and Answering Skills
- CV and Cover letter skills
- Interview Skills
- Explore different types of work, communication tools and techniques

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 3 on the National Framework of Qualifications
Progression and Credit Value	This programme can be used as 10 credits towards a major award in General Learning 3M0874. Learners can transfer to another programme. HCT must be notified on day one of the programme that you wish to transfer free of charge, after day one the fees for the new programme will apply
Duration	This programme will run for 4 contact days and will require participants to complete some work in their own time
Who should attend this course	People hoping to improve their job seeking skills, interview preparation, and career planning skills
Required fluency in generic skills	Generally learners engaging in learning activities leading to level 3 awards are ready to take on a new task in a personal capacity or role. Learners can follow direction and are moving towards independent learning, Learners will have the ability to read basic short text in a non-supported environment and will be able to make sense of quantitative information within a familiar setting or unfamiliar task in a familiar setting
QQI Assessment	Participants who wish to achieve a QQI Component Certificate must complete 100% Portfolio/ Collection of Work
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	Access to programmes leading to level 3 is open. A learner seeking entry to a programme leading to awards at level 3 does not need a previous formal qualification. Some learners may have achieved certification at level 2. Recognition of Prior Learning may be considered to gain access without having certification entry requirements, to gain exception within a programme, attain an award based on experience which they don't hold formal qualification in, contact our office for more information