



An tSeirbhís Oideachais Leanúnaigh agus Scileanna
Further Education and Training Authority

***NATIONAL TRAINING PROGRAMME
SPECIFICATION
DESIGNED TO FÁS STANDARD NO. QA58/01***

TRAINING TITLE

PATHWAY TO EMPLOYMENT

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**Award Type: Major
Award Level: 4
Award Code: 4M2010
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Ireland's EU Structural and Investment
Funds Programmes 2014-2020.

Co-funded by the Irish Government
and the European Union.



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INTRODUCTION

Community training programmes deliver a broad range of training nationally. It facilitates the development of individuals through local Community Projects, e.g.

- | | |
|----------------------|---------------|
| ➤ Horticulture | Heritage |
| ➤ Tourism | Archival |
| ➤ Childcare | Media |
| ➤ Genealogy research | Public health |
| ➤ Construction | Equine |
| ➤ Sports and fitness | Arts |

These programmes, critically, provide a mechanism for FÁS to engage with individuals, who for various reasons cannot avail of organised forms of learning delivered in an institutional context. The delivery of an education and training programme that is locally based has proven to be more effective at promoting engagement in learning for such individuals who otherwise would remain excluded.

Community based training programmes primarily target people who, through either social, personal or geographic factors, are disadvantaged in terms of access to the labour market or mainstream education and training courses. These programmes are unique in locating the training opportunities in geographic areas where no other suitable provision exists for the specific target group. Consequently programmes are designed to provide a personalised and more intensive support to the participating learner than would normally be the case in mainstream education or training courses.

This programme can be accessed through FÁS funded Community Training Centres, Specialist Training Providers and Local Training Initiatives. It may also be available in whole or in part through the FÁS network of training centres based on demand. Learners participating on community based training programmes engage in development in areas of knowledge, skill, know-how and competence relevant to their identified needs.

The overall purpose of the Programme is to assist Learners achieve a **FETAC Level 4 Major Award in General Learning** within the National Framework of Qualifications to facilitate progression to further learning and/or work.

1. TRAINING TITLE

PATHWAY TO EMPLOYMENT

2. TRAINING STATUS

Has the awarding body validated this training programme as meeting the standards for the award?

Yes

☐

No

☐

3. TRAINING AIM

The programme is designed to provide training opportunities to raise competency levels of unemployed people, facilitating their progression to or towards labour market participation.

The programme aims to provide learners with the skill, knowledge and competence to obtain entry level employment or progress to further education and training while developing their key transferable and vocational employment related skills, appropriate to their identified career path. Programme content includes use of ICT applications, as well as communication skills, work experience and application of mathematical skills and a range of elective modules such as retail, security, childcare, ICT and horticulture.

This programme leads to a FETAC **Level 4 Major Award in General Learning**.

4. PROGRAMME LEARNING OUTCOMES

Learners will be able to:

1. Demonstrate personal skills that enable them to be effective in familiar and unfamiliar social and employment situations.
2. Display an ability to interact positively in the managed learning environment and/or the learner's individual work experience situation.
3. Communicate verbally and nonverbally in routine everyday tasks, and in work-related tasks while under supervision
4. Display an ability to resolve a moderate range of mathematical problems in the managed learning environment and/or individual's work experience situation.
5. Use a moderate range of information technology skills to apply known solutions to a range of predictable problems in the managed learning environment or individual work experience situation.
6. Demonstrate a moderate range of skill, knowledge and competence related to vocational areas as identified by the learner in their selected elective choices as necessary for their chosen career path.

5. TRAINING PROGRAMME STRUCTURE

This training programme is designed to enable learners achieve the FETAC major award at **level 4 in General Learning**:

Programme Title	Pathway to Employment			Programme Level	4
The training programme must consist of a selection from the following compulsory or elective modules amounting to a total credit value of 90 credits					
Programme Module Title	Compulsory or Elective	Duration Hours or Range of Hours	FETAC Component Title(s) and award code(s)	Assessment Techniques	
Communications	Compulsory	150	Communications 4N0689 15 Credits	Portfolio/Collection of Work 50% Skills Demonstration 50%	
A credit value of 5 from					
Functional Mathematics	Compulsory	50	Functional Mathematics 4N2138 5 Credits	Assignment 70% Examination – Theory 30%	
A credit value of 10 from					
Information Technology Skills	Compulsory	100	Information Technology Skills 4N1125 10 Credits	Examination – Theory 20% Examination – Practical 80%	
A credit value of 10 from					
Personal Effectiveness	Compulsory	100	Personal Effectiveness 4N1132 10 Credits	Portfolio/Collection of Work 60% Skills Demonstration 40%	
A credit value of 15 from					
Work Experience	Compulsory	150	Work Experience 4N1168 15 Credits	Portfolio/Collection of Work 60% Skills Demonstration 40%	
The remaining 35 credits may be obtained from a combination of the electives below					

Business English	Elective	50	Business English 4N1108 5 Credits	Skills Demonstration 100%
Biology*	Elective	100	Biology 4N2828 10 Credits	Skills Demonstration 40% Learner Record 30% Examination – Theory 40%
Child Care and Safety	Elective	100	Child Care and Safety 4N1905 10 Credits	Assignment 30% Skills Demonstration 40% Examination – Theory 30%
Child Development and Play	Elective	100	Child Development and Play 4N1111 10 Credits	Portfolio/Collection of Work 100%
Computer Applications	Elective	100	Computer Applications 4N1112 10 Credits	Examination – Practical 100%
Concreting	Elective	100	Concreting 4N2849 10 Credits	Project 70% Examination-Theory 30%
Customer Service	Elective	100	Customer Service 4N1989 10 Credits	Portfolio/Collection of work 100%
Digital Media Technology	Elective	100	Digital Media Technology 4N1858 10 Credits	Project 40% Portfolio/Collection of Work 20% Skills Demonstration 40%
Door Security Procedures	Elective	100	Door Security Procedures 4N1114 10 Credits	Assignment 20% Skills Demonstration 40% Examination – Theory 40%
Entrepreneurial Skills	Elective	100	Entrepreneurial Skills 4N1128 10 Credits	Portfolio/Collection of work 60% Skills Demonstration 40%
Everyday Science*	Elective	100	Everyday Science 4N2829 10 Credits	Assignment 80% Examination – Theory 20%
Food and Nutrition	Elective	100	Food and Nutrition 4N2830 10 Credits	Assignment 40% Project 40% Portfolio/Collection of Work 20%
Guarding Skills	Elective	100	Guarding Skills 4N1118 10 Credits	Assignment 20% Skills Demonstration 40% Examination – Theory 40%

Handling Food Hygienically	Elective	50	Handling Food Hygienically 4N1119 5 Credits	Skills Demonstration – 20% Examination – Theory 80%
Health Related Fitness	Elective	100	Health Related Fitness 4N2666 10 Credits	Portfolio/Collection of Work 50% Skills Demonstration 50%
Horticultural Tools and Equipment	Elective	100	Horticultural Tools and Equipment 4N0683 10 Credits	Skills Demonstration 80% Examination – Theory 20%
Laying Kerbs, Flags and Paviers	Elective	100	Laying Kerbs, Flags and Paviers 4N2848 10 Credits	Project 70% Examination – Theory 30%
Mathematics	Elective	100	Mathematics 4N1987 10 Credits	Portfolio/Collection of Work 80% Examination – Theory 20%
Plant Identification, Care & Maintenance	Elective	100	Plant Identification, Care & Maintenance 4N1186 10 Credits	Skills Demonstration 80% Examination – Theory 20%
Retail Payment Procedures	Elective	100	Retail Payment Procedures 4N1185 10 Credits	Skills Demonstration 70% Examination – Theory 30%
Retail Sales Techniques	Elective	100	Retail Sales Techniques 4N1183 10 Credits	Portfolio/Collection of Work 70% Skills Demonstration 30%
Stock Control	Elective	100	Stock Control 4N1184 10 Credits	Portfolio/Collection of Work 70% Skills Demonstration 30%
Woodcraft	Elective	100	Woodcraft 4N3185 10 Credits	Project 40% Portfolio/Collection of Work 60%
Painting	Elective	100	Painting 4N1871 10 Credits	Portfolio/Collection of work 100%
Drawing	Elective	100	Drawing 4N1878 10 Credits	Portfolio/Collection of work 100%
Textiles	Elective	100	Textiles 4N2048 10 Credits	Portfolio/Collection of work 100%

The remaining credit value of 35 referred to above may be also obtained by using relevant FAS approved and FETAC validated common award modules from level 4 (See moodle for list). A maximum of 10 credits may be included by using FAS approved and FETAC validated common award modules from level 3 or level 5.

Where modules within this bank are selected any specific validation requirements listed against these modules must be complied with before they can be delivered.

NB: While many modules have specific validation requirements listed, there are specific modules that require special approval prior to being delivered. These modules are denoted with an Asterisk in the list of validated common award modules on Moodle and within this programme specification. An Approval Request Form to deliver any of the modules denoted with an Asterisk must be submitted to CADU and approved before delivery can commence.

Specific Validation Requirements:

Concreting 4N2849

The provider must have all of the following in place to offer this award:

- Water Pump
- Vibrating Poker
- Con Saw
- Vibrating Compaction Plate
- Diesel Concrete Mixer
- Petrol Concrete Mixer
- Electric Concrete Mixer
- Kango Hammer and Range of Attachments
- Power Float
- Optical Site Level, Tripod and Staff
- Hydraulic Flag/Pavior Splitter
- Steel Container
- Power Washer
- Skill Saw 100v

Laying Kerbs, Flags and Paviers 4N2848

The provider must have the following in place to offer this award:

- Access to a site where practical excavation, laying and paving may be carried out.
- Suitable range of tools and equipment for kerb, flag and paviour laying.

Mathematics 4N1987

The provider must have all of the following in place to offer this award:

- Each candidate will be supplied with a set of Formulae and Tables at examination
- Calculators are available to each candidate at examination

Woodcraft 4N3185

The provider must have all of the following in place to offer this award:

- Range of woodcraft hand operated and electric tools
- Personal and protective equipment

Biology* 4N2828

The provider must have all of the following in place to offer this award:

- Access to a science laboratory meeting current Health and Safety standards.

Everyday Science* 4N2829

The provider must have all of the following in place to offer this award:

- Science laboratory with fume hood, piped gas, safe storage facility, fire safety equipment, sink(s), thermometers

- At local delivery level, the **Local Training Specification** will list the individual modules being offered to learners.
- At the point of programme delivery monitoring of training shall be carried out to ensure compliance with Training Standards procedures and ensure the training programme being delivered meets FETAC's award requirements that it purports to lead.

6. TRAINING DURATION

The programme runs over a period of 900 hours of which 837 hours are directed training and 63 hours are in-company work based experience. Full-time participation is based on a 31.25 hour week. This equates to 27 weeks directed and 2 weeks in-company experience.

- Durations may vary depending on the identified needs of the learners.
- The programme may be run on a full or part-time basis.
- All FÁS programmes are required to deliver an Induction module for all learners on commencement of their training.
- Information required regarding the specific training modules being taken by learners and sequence of delivery in each training location is contained in the Local Training Specification.

7. MODES OF TRAINING DELIVERY

- Directed Training
- Work Experience

8. TRAINING METHODS

A wide range of methods are employed for example:

- | | |
|----------------------------------|---------------------------------|
| - Lecture | - Practical Work Training |
| - Tutorials | - Simulated Work Environment |
| - Presentations / Demonstrations | - Discussion Groups / Role Play |
| - Exercises / Assignments | - One to One Supported Training |
| - Supervised Practice | - Peer Learning |
| - Portfolio Development | - Teamwork |
| - Project Work | |

9. AWARD TITLE, TYPE AND LEVEL IN THE NATIONAL FRAMEWORK OF QUALIFICATIONS

Type of award: Major

A FETAC **Level 4 Certificate**

General Learning

10. REGISTRATION CODE

FETAC Major Award Code 4M2010

FÁS Programme Code [TBC]

11. LEGISLATIVE COMPLIANCE

The programme provider responsible for the delivery of the programme must ensure that effective compliance management policies and procedures are implemented.

All participants on the programme must have received clearance through the Garda Vetting procedures before any engagement with children as part of their programme of training

12. RECOGNITION OF PRIOR LEARNING (RPL) IN RELATION TO PROGRAMME ACCESS

FÁS nationally are committed, in principle, to the ongoing development of arrangements for the recognition of prior learning.

13. TRANSFER ARRANGEMENTS

On successful completion of the programme learners may transfer to programmes at the same level subject to the entry requirements for the programmes.

14. PROGRESSION ARRANGEMENTS

Learners may also progress to Level 5 programmes on the National Framework of Qualifications, subject to entry requirements.

15. STATEMENT OF PROTECTION FOR LEARNERS

In the event of unplanned cessation of the programme FÁS shall, in consultation with the Learners, endeavour to make alternative arrangements for Learners to continue their training.

16. LEARNERS RIGHTS AND RESPONSIBILITIES

- All learners, on entry to the programme must participate in an Induction module.
- All learners, on induction are provided with information on the programme structure, policies, procedures, health and safety, as well as complaints and grievance procedures.
- Learners must receive adequate training in Health and Safety and manual handling from a qualified trainer.
- Registration of learners for payment of allowances and insurance must take place on the first day of their programme. Programme management will have knowledge with regard to Social Welfare entitlements of learners.
- Learners are kept informed by the Second Provider Project Personnel/Manager/Coordinator of any planned changes to the programme.
- All learners will be advised of the transfer and progression opportunities available to them on completion of the programme.

17. FACILITATING DIVERSITY

FÁS aims to ensure the reasonable accommodation to learners with permanent or long term conditions, including visual and hearing difficulties, which they believe will significantly impair their performance in assessments.

Reasonable accommodation in assessments refers to modifications in how assessments are administered, while not compromising the integrity of the standards. Accommodation may include changes to presentation format, response format, test setting or test timing. The aim is to remove barriers that may prevent the learner from demonstrating their full level of attainment, while not given any advantage.

The programme will therefore endeavour, where the provider has received sufficient advance notice, to facilitate Learner diversity including the following:-

- Information supplied to the learner in an appropriate format.
- Learner and staff feedback mechanisms on formative and summative assessments.
- In consultation and agreement with FÁS Curriculum and Assessment, adjustments as necessary to assessment systems to accommodate Learners' needs.
- The needs of the Learner will be agreed with him/ her. This will confirm to the Learner the services they will receive from the programme.

18. LEARNER INFORMATION AND FEEDBACK

All learners are provided with information and opportunities for feedback at various stages in the programme.

- Induction
- Needs assessment
- ILP
- Results/Assessment feedback
- Learner feedback on their experience of the programme
- Trainer feedback to learner
- Specific programme support structures
- Work experience
- Reviews
- Monitoring
- Other supports dependant on learner needs

19. TARGET LEARNER PROFILE

Applicants seeking entry to the programme must have achieved a minimum of a FETAC level 3 Major award or its equivalent prior to entry to the programme.

The programme will suit learners who have identified their career pathway and are seeking to further develop their key, employment related, transferable and vocational skills, knowledge and competence.

All learners wishing to complete elective modules in the areas of childcare and/or security must receive clearance through the Garda Vetting process.

Any additional supports that are identified at recruitment stage will be accommodated where appropriate.

20. LEARNER SELECTION CRITERIA

- As per FÁS Operating Guidelines for the programme.

21. TRAINER / INSTRUCTOR NUMBERS

As per the FÁS Operating Guidelines for the programme.

22. TRAINER/ INSTRUCTOR PROFILE

- Trainers must have up to date competencies to provide FETAC **level 4** quality vocational training and related services.
- The Trainer / Instructor should possess a relevant qualification or expertise in the subject matter area(s) as per the specific FÁS Programme Operating Guidelines.
- Trainers must have met FÁS trainer criteria.

23. ASSESSMENT AND AWARD SYSTEM

- The mix of programme modules, which the Learner undertakes on the programme, determines the assessment systems.
- All the required modules are drawn from FÁS approved and FETAC validated training programmes.
- Assessment is scheduled to take place once the trainer/tutor has determined that the learner has had sufficient time to embed the learning.

23.a. ASSESSMENT INFORMATION

Relevant information as prescribed by FÁS and contained in the FÁS Assessment Instrument Specification for each module.

23.b. AWARD SYSTEM

Type of Award: **Major**

Learners who successfully complete the required modules receive the FETAC Level 4 Certificate **General Learning**

Type of Award: **Minor**

Learners who successfully complete a module/modules may receive the relevant FETAC Level 4 component certificates.

24. ASSESSOR PROFILE

Must comply with FÁS Training Standards requirements as outlined in Policy No. 6 Fair and Consistent Assessment of Learners.

25. RECORD SYSTEM

Examples of the types of records to be kept will include:

- Planning and implementing training
- Showing progress against Individual Learning Plans (ILPs)
- Assessment reports
- Assessment records
- Monitoring
- Administration
- Training Review Report including improvement action plans

26. TRAINING FACILITIES

The training facility must comply with all aspects of Health and Safety and Workplace legislative requirements.

- Appropriate furniture, tools & equipment
- Appropriate training and resource material
- Appropriate project and capital equipment
- Appropriate non capital, tools & equipment
- Appropriate special facilities/equipment as identified in the Module Descriptor(s)

The training facility must comply with all specific validation requirements, as set out by FETAC, for all FETAC accredited programme components.

27. REVIEW

Programme review will be carried out in accordance with FÁS Quality Assurance policy number 5.

Periodic reviews shall be undertaken to ensure that the training process continues to be relevant to learning needs, as well as to ensure continued alignment to a changing labour market

Programme reviews include a comparison of training provision against the Justification for Training. This includes identified performance criteria such as feedback from Learners, feedback from relevant stakeholders, labour market research, and efficient management of resources, course waiting lists data, placement, assessment and certification results.

An agreed national process will be implemented and monitored and contribute to a continuous improvement plan for the programme.

28. PROPOSED CENTRES FOR PROGRAMME DELIVERY

FÁS funded Community Training Centres, Specialist Training Providers and Local Training Initiatives. It may also be available in whole or in part through the FÁS network of training centres depending on demand.

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