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Training & Employment Authority

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

***TRAINING TITLE***

**EMPLOYABILITY SKILLS**

**Version 4.0 April 2013**

**Award Type: Major**  
**Award Level: 3**  
**Award Code: 3M0935**  
**Validation date: 22<sup>nd</sup> November 2011**



*Investing in your Future*



Published by  
FÁS Training and Employment Authority  
P.O. Box 456  
27-33 Upper Baggot Street  
Dublin 4  
Ireland

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## INTRODUCTION

FÁS has been involved in the delivery of training programmes through its network of training centres; workplace and community based training initiatives since 1975. Development of partnerships between FÁS and locally based community and voluntary organisations provides a solution to the delivery of community based learning opportunities, on the one hand, and the development of community based resources and projects on the other.

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

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

These programmes, critically, provides 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 3 Major Award in Employability Skills** within the National Framework of Qualifications to facilitate progression to further learning and/or work.

## 1. TRAINING TITLE

### EMPLOYABILITY SKILLS

## 2. TRAINING STATUS

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

Yes

No

## 3. TRAINING AIM

The aim of the training programme is to provide flexible training opportunities to raise competency levels of unemployed people, not otherwise being catered for through FÁS interventions, facilitating their progression to or toward labour market participation, using collaborative community resources and opportunities.

All learners are supported in identifying their individual learning needs. Learners are encouraged to develop to their maximum potential at their own pace in a supported learning environment of equality and inclusion.

This programme leads to a FETAC **Level 3 Major Award in Employability Skills** for learners who meet the award requirements.

#### **4. PROGRAMME LEARNING OUTCOMES**

**Learners will be able to:**

1. Demonstrate personal skills that enable the learner to be effective in selected social and training situations.
2. Display an ability to interact positively in the managed learning environment or the learner's individual work experience situation.
3. Use selected computer applications and communications devices and apply known solutions to a limited range of predictable problems in the managed learning environment or individual work experience situation.
4. Apply selected communication skills and vocational skills effectively in the managed learning environment or individual work experience situation.
5. Observe and carry out health, safety and hygiene practices in the learning or work environment.
6. Engage productively in a supervised learning or external work experience environment.
7. Display theoretical knowledge related to vocational areas chosen by the learner as part of their preparation for work.
8. Demonstrate specified cognitive and practical skills related to vocational areas as identified by the learner.
9. Solve basic mathematical problems in the managed learning environment.
10. Access and use a selected range of learning resources, to sequence learning tasks, review progress and accomplish learning targets in a supported environment.
11. Show an awareness of self responsibility by identifying individual work goals and developing a realistic career plan relative to a variety of progression options.

## 5. TRAINING PROGRAMME STRUCTURE

This training programme is designed to enable learners achieve the FETAC major award at **level 3**:

### Employability Skills

Programme Title	Employability Skills	Programme Level	3	
The training programme must consist of a selection from the following <b>compulsory</b> or <b>elective</b> modules amounting to a total credit value of <b>60 credits</b>				
Programme Module Title	Compulsory or Elective	Duration Hours or Range of Hours	FETAC Component Title(s) and award code(s)	Assessment Techniques
<b>A minimum value of 10 credits from the following components</b>				
Career Preparation	Elective	100 hours	Career Preparation 3N0896 <b>10 Credits</b>	Portfolio/Collection of Work - <b>100%</b>
Work Experience	Elective	100 hours	Work Experience 3N0587 <b>10 Credits</b>	Portfolio/Collection of Work - <b>100%</b>
<b>A minimum credit value of 5 from the following components</b>				
Mathematics	Elective	100 hours	Mathematics 3N0929 <b>10 Credits</b>	Portfolio/Collection of Work - <b>100%</b>
Application of Number	Elective	50 hours	Application of Number 3N0928 <b>5 Credits</b>	Portfolio/Collection of Work - <b>100%</b>
Functional Mathematics	Elective	50 hours	Functional Mathematics 3N0930 <b>5 Credits</b>	Portfolio/Collection of Work - <b>100%</b>
<b>A minimum value of 10 credits from the following components</b>				
Personal and Interpersonal Skills	Elective	100 hours	Personal and Interpersonal Skills 3N0564 <b>10 Credits</b>	Portfolio/Collection of Work - <b>100%</b>
Personal Effectiveness	Elective	100 hours	Personal Effectiveness 3N0565 <b>10 Credits</b>	Portfolio/Collection of Work - <b>100%</b>
Communications	Elective	100 hours	Communications 3N0880 <b>10 Credits</b>	Portfolio/Collection of Work - <b>100%</b>

<b>A minimum credit value of 10 from the following components</b>				
Computer Literacy	Elective	100 hours	Computer Literacy 3N0881 <b>10 Credits</b>	Portfolio/Collection of Work - <b>60%</b> Skills Demonstration - <b>40%</b>
Database Applications	Elective	100 hours	Database Applications 3N0550 <b>10 Credits</b>	Portfolio/Collection of Work - <b>60%</b> Skills Demonstration - <b>40%</b>
Desktop Publishing	Elective	100 hours	Desktop Publishing 3N0551 <b>10 Credits</b>	Portfolio/Collection of Work - <b>60%</b> Skills Demonstration - <b>40%</b>
Spreadsheets	Elective	100 hours	Spreadsheets 3N0542 <b>10 Credits</b>	Portfolio/Collection of Work - <b>60%</b> Skills Demonstration - <b>40%</b>
Word Processing	Elective	100 hours	Word Processing 3N0588 <b>10 Credits</b>	Portfolio/Collection of Work - <b>60%</b> Skills Demonstration - <b>40%</b>
Digital Media	Elective	100 hours	Digital Media 3N0552 <b>10 Credits</b>	Portfolio/Collection of Work - <b>60%</b> Skills Demonstration - <b>40%</b>
Internet Skills	Elective	100 hours	Internet Skills 3N0931 <b>10 Credits</b>	Portfolio/Collection of Work - <b>60%</b> Skills Demonstration - <b>40%</b>

**The remaining credit value of 25 can be obtained by using FAS approved and FETAC validated common award modules from level 3 (See Moodle for list).**

**A maximum of 10 credits may be included by using FAS approved and FETAC validated common award modules from level 4.**

**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.**

- 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.

## TRAINING DURATION

<b>Typical</b> learner hours for a FETAC level 3 Major Award is <b>600</b> hours*	<b>DURATION IN HOURS</b>
<b><u>BREAKDOWN OF MINIMUM DURATION</u></b>	
Total number of work experience hours (As per FÁS Operating Guidelines for the programme)	_____
Assessment = 60 notional hours	60
Duration of direct training input = 300 to 540 hours	300 - 540
Total Duration	360 - 600

*\*The concept of typical learner hours includes reference to learner/trainer contact time, assessment, study periods, project work, supervised practice, reflection and work experience.*

- Durations can vary dependent on the learning pace of the individual.
- 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.

## **6. MODES OF TRAINING DELIVERY**

There is an extensive range of training modes for example:

- Directed Training
- Work Experience
- Distance Learning
- External Customised Training
- Blended Learning
- Coaching

## **7. TRAINING METHODS**

A wide range of methods are employed for example:

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

## **8. AWARD TITLE, TYPE AND LEVEL IN THE NATIONAL FRAMEWORK OF QUALIFICATIONS**

Type of award: Major

A FETAC **Level 3 Certificate**

**Employability Skills**

## **9. REGISTRATION CODE**

**FETAC** Major Award Code 3M0935

**FÁS** Programme Code TBC

## **10. LEGISLATIVE COMPLIANCE**

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

## **11. PROGRAMME ENTRY REQUIREMENTS**

Learners who are unemployed and are over the age of 16  
There are no formal educational requirements.

## **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**

Learners may transfer from/to other FETAC **level 3** programmes, subject to entry requirements.

## **14. PROGRESSION ARRANGEMENTS**

Learners may progress to FETAC **level 4** programmes, subject to entry requirements of the programme.

## **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**

Learners who wish to progress to employment or further education and training through the attainment of a FETAC level 3 major award.

Learners do not need any previous formal qualification.

The programme will suit learners who are ready to take on new tasks, can follow direction and are moving towards independent learning.

## **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 3** 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 meet 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 on completion of each module once the trainer/tutor has determined that the learner has had sufficient time to embed the learning.

### **24.a. Assessment Information**

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

### **24.b. Award System**

Type of Award: **Major**

Learners who successfully complete the required modules receive a FETAC Level 3 Certificate **Employability Skills**

Type of Award: **Minor**

Learners who successfully complete a module/modules may receive the relevant FETAC Level 3 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)

## **27. REVIEW**

Programme review will be carried out in accordance with FÁS Quality Assurance Policy No. 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. COPYRIGHT AND ACKNOWLEDGEMENTS**

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FÁS wishes to thank the many members of the organisation and Second Providers without whose help and co-operation this Training Programme Specification would not have been produced.