



Foras Áiseanna Saothair
Training & Employment Authority

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

TRAINING TITLE

WORKING WITH COMPUTER APPLICATIONS

Version 1. July 2011

**Award Type: Major
Award Level: 3
Award Code: 3M0877
Validation Date: 14th July 2011**



Investing in your Future



Foras Áiseanna Saothair
Training & Employment Authority

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

© FÁS 2011

The copyright of this document is the property of FÁS except where the copyright is acknowledged to belong to a third party.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior permission of the copyright owner.



Investing in your Future



TABLE OF CONTENTS

Programme Introduction	Page 4
Training Title	Page 5
Training Status	Page 5
Training Aim	Page 5
Programme Learning Outcomes	Page 6
Programme Structure	Page 7
Training Duration	Page 11
Modes of Training Delivery	Page 12
Training Methods	Page 12
Award Title, Type and Level in the National Framework of Qualifications	Page 12
Registration Code	Page 12
Legislative Compliance	Page 13
Programme Entry Requirements	Page 13
Recognition of Prior Learning (RPL) in relation to Programme Access	Page 13
Transfer Arrangements	Page 13
Progression Arrangements	Page 13
Statement of Protection for Learners	Page 13
Learner Rights and Responsibilities	Page 13
Facilitating Diversity	Page 14
Learner Information and Feedback	Page 15
Target Learner Profile	Page 15
Learner Selection Criteria	Page 15
Trainer/Instructor Numbers	Page 15
Trainer/Instructor Profile	Page 15
Assessment and Award System	Page 16
Assessor Profile	Page 16
Record System	Page 17
Training Facilities	Page 17
Review	Page 17
Copyright and Acknowledgements	Page 18

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 | Heritage |
| ➤ Tourism | Archival |
| ➤ Childcare | Media |
| ➤ Genealogy research | Public health |
| ➤ Construction | Equine |
| ➤ Sports and fitness | 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 Information and Communications Technology** within the National Framework of Qualifications to facilitate progression to further learning and/or work.

1. TRAINING TITLE

WORKING WITH COMPUTER APPLICATIONS

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 Information and Communications Technology** 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 resolve mathematical problems in the managed learning environment.
3. Use selected computer applications and communications devices and apply known solutions to a limited range of predictable problems in the managed learning environment.
4. Apply selected Information and Communication Technology skills effectively in the managed learning environment.
5. Display theoretical knowledge in a limited range of Information and Communications Technologies as part of their preparation for work.
6. Demonstrate specified cognitive and practical skills related to Information and Communications Technology.
7. Access and use a selected range of learning resources, to sequence learning tasks, review progress and accomplish learning targets in a supported environment.
8. 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**:

Information and Communications Technology

Each training programme must consist of a selection from the following **core** and **elective** modules amounting to a total credit value of 60 credits.

1. The following modules **must** be offered:

Programme Module Title	Core or Elective	Credit value	FETAC Component Code	FETAC Component Title(s)	Assessment Techniques
Application of number	Core	5	3N0928	Application of Number	Portfolio/collection of work
Functional Mathematics	Core	5	3N0930	Functional Mathematics	Portfolio/collection of work

2. The following module **must** be offered:

Programme Module Title	Core or Elective	Credit value	FETAC Component Code	FETAC Component Title(s)	Assessment Techniques
Career Preparation	Core	10	3N0896	Career Preparation	Portfolio/collection of work

3. One of the following modules must be offered:

Programme Module Title	Core or Elective	Credit value	FETAC Component Code	FETAC Component Title(s)	Assessment Techniques
Communications	Core	10	3N0880	Communications	Portfolio/collection of work
Personal Effectiveness	Core	10	3N0565	Personal Effectiveness	Portfolio/collection of work

4. The following module must be offered:

Programme Module Title	Core or Elective	Credit value	FETAC Component Code	FETAC Component Title(s)	Assessment Techniques
Computer Literacy	Core	10	3N0881	Computer Literacy	Portfolio/collection of work Skills Demonstration

5. Programme modules amounting to a minimum credit value of 20 credits must be selected from the following elective modules:

Programme Module Title	Core or Elective	Credit value	FETAC Component Code	FETAC Component Title(s)	Assessment Techniques
Database	Elective	10	3N0550	Database	Portfolio/collection of work Skills Demonstration
Desktop Publishing	Elective	10	3N0551	Desktop Publishing	Portfolio/collection of work Skills Demonstration
Digital Media	Elective	10	3N0552	Digital Media	Portfolio/collection of work Skills Demonstration
Internet Skills	Elective	10	3N0931	Internet Skills	Portfolio/collection of work Skills Demonstration
Spreadsheets	Elective	10	3N0542	Spreadsheets	Portfolio/collection of work Skills Demonstration
Word processing	Elective	10	3N0588	Word processing	Portfolio/collection of work Skills Demonstration

- Learners may gain exemption from completion of either core or elective requirements of the programme by providing evidence of previously achieved relevant FETAC level 3 or 4 minor awards.
- 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

Typical learner hours for a FETAC level 3 Major Award is 600 hours*	DURATION IN Weeks
<u>BREAKDOWN OF MINIMUM DURATION</u>	
Total number of work experience hours (As per FÁS Operating Guidelines for the programme)	_____
Assessment = 2 weeks notional	2 wks
Direct Training input = 11 wks to 17 wks	11 to 17
Total Duration	11 to 17

**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 are 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 | External Customised Training |
| - Work Experience | Blended Learning |
| - Distance Learning | Coaching |

7. 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 | |

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

Type of award: Major

A FETAC **Level 3 Certificate**

Information and Communications Technology

9. REGISTRATION CODE

FETAC Major Award Code 3M0877

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 Information and Communications Technology 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 **Information and Communications Technology**

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 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. COPYRIGHT AND ACKNOWLEDGEMENTS

The use of all materials, books, manuals, publications, computer software and materials and CD Rom, DVD, video/audio cassettes, complies with the terms and conditions laid down by the copyright owner.

The use of computer software under licence, complies with the terms and conditions laid down by the licensor in the licence agreement.

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.