



QAI AWARD



# Work Experience



**QAI Level 3**

**Work Experience**

**3N0587**



This is a Plain English  
Course Information Book



# Who can do this course?

This is a QQI Level 3 course.

This course will support you to learn about work.

If you need it, we can give you extra support with language, communication, reading or writing.

We support you to understand information.

We can use Lámh signs, pictures, symbols and videos to help you learn.

We make sure that everyone can get into the buildings that we use.

We make sure that you can move around the building and use the facilities.

We can support you if you feel nervous about being part of a group, or if you would prefer to learn on your own.



## Who can do this course?

We can support you to find out about different technology that might help you to learn.

We want you to learn in the way that suits you best.

We want you to enjoy learning.

To do this course, you need to have passed a Level 2 QQI course.

You can also do the course if you have learning experience or qualifications that are equal to a QQI Level 2 course.

You can talk to Teresa or Paula about your learning experience up to now.

Together, we can check to see if this course is right for you.



# Who can do this course?

Before you do this level 3 course, it might help to do a level 2 course in:

- My Choices
- Listening and Speaking
- My Safety

Before you apply for the course, check you understand and are happy with:

- The learning goals
- The assessment you will have to do
- The time the course will take.



## How long will the course take?

This course will take at least 40 class hours.

You will do work in class and some work at home.

This course is worth 10 credits.

The trainer will tell you how many weeks the course will be on for.

The trainer will tell you how long each class will last.

Ask staff in your centre for more information.



# What assessments will I have to do?

There are 3 different assessments for this course.

## **1. Portfolio of Work.**

You keep all the work you do during the course in a folder. It might be worksheets, photos, posters, drawings, checklists.

## **2. Assignment**

This is a short practical activity where you need to do some research.

## **3. Skills Demonstration**

This is where you show the skills you have learnt in different tasks or in different places.

Please read the assessment booklet for this course for more information.



# What assessments will I have to do?

You must keep all the work you do on the course safe in one folder.

The folder should have all your assessments and must show what you have learnt on the course.

Your work will be assessed at the end of the course.

This means your folder will be checked.

The people looking at your work decide it is good enough to pass or that you need to do some more work.

Your work will be assessed by:

- Your Trainer
- Another person from St. Michael's House
- A person from QQI.



# What will I learn on this course?

On this course you will:

- Understand what work experience is. Know the difference between work experience and paid work
- List the things you need to think about when looking for work experience
- Find out about different employers near your home. Decide if you are interested in working in any of these businesses
- Make a C.V.
- Know the things in work that you are good at. Know the things in work that you need help with
- Visit different places for work placement and decide which ones match your skills





# What will I learn on this course?

On this course you will:

- Say what you want to learn from your work placement – 3 goals
- Do an interview and take part in a short work placement
- Learn about health, safety and personal hygiene.  
Use this learning in a work-place
- List the people you will meet during a work placement.  
Say what behaviours are okay and not okay with different people in work
- Understand why team-work is important
- Show that you can follow instructions in work
- Keep a record of your work placement every day



# What will I learn on this course?

On this course you will:

- Listen to what your employer says about how you are doing at work. Make one change to do the job better
- Say what training or new skills you need for the work placement or to get a new job
- Say what the next steps are to achieve your work goals.



## Where is this course on?

This course will be on in centres in St. Michael's House.

It may also be on in different places in the community.

Ask staff in your centre for information.

You can also contact Teresa or Paula for information.

Ring Teresa on 087 670 0573

Email: [teresa.gadd@smh.ie](mailto:teresa.gadd@smh.ie)

Ring Paula on 01 862 2458

Email: [paula.smytth@smh.ie](mailto:paula.smytth@smh.ie)



## How do I get a place on this course?

Ask staff in your centre for an application form.

Fill in the form.

Send it to Teresa in Goatstown or send the form to Paula in Santry Hall.