

**The Further Education and Training Awards Council (FETAC)
was set up as a statutory body on 11 June 2001
by the Minister for Education and Science.
Under the Qualifications (Education & Training) Act, 1999,
FETAC now has responsibility for making awards
previously made by NCVA.**



Module Descriptor

Work Experience

Level 4 W10008

www.fetac.ie

Introduction

A module is a statement of the standards to be achieved to gain an FETAC award. Candidates are assessed to establish whether they have achieved the required standards. Credit is awarded for each module successfully completed.

The standards in a module are expressed in terms of learning outcomes i.e. what the learner will be able to do on successful completion of the module.

While FETAC is responsible for setting the standards for certification in partnership with course providers and industry, it is the course providers who are responsible for the design of the learning programmes. The duration, content and delivery of learning programmes should be appropriate to the learners' needs and interests, and should enable the learners to reach the standard as described in the modules. Modules may be delivered alone or integrated with other modules.

The development of learners' **core skills** is a key objective of vocational education and training. The opportunity to develop these skills may arise through a single module or a range of modules. The core skills include:

- taking initiative
- taking responsibility for one's own learning and progress
- problem solving
- applying theoretical knowledge in practical contexts
- being numerate and literate
- having information and communication technology skills
- sourcing and organising information effectively
- listening effectively
- communicating orally and in writing
- working effectively in group situations
- understanding health and safety issues
- reflecting on and evaluating quality of own learning and achievement.

Course providers are encouraged to design programmes which enable learners to develop core skills.

1	Title	Work Experience
2	Code	W10008
3	Level	4
4	Value	1 credit
5	Purpose	<p>This module is a statement of the standards to be achieved to gain an FETAC credit in Work Experience at Level 4. It is an elective module for Level 4 Certificate.</p> <p>This module is designed to cater for a wide range of Level 4 participants in vocational education and training. Work experience is a planned experiential learning activity and is an integral part of an educational process. It allows learners to learn from ongoing, meaningful and active involvement in a specific work environment. It involves learners preparing and planning for work, working under supervision outside the learning centre, reviewing and evaluating that work. The experience of work enables learners to develop personal, interpersonal and work skills and to explore work aptitudes and opportunities.</p> <p>The three units: Planning and Preparation, Experience and Review of Experience should be viewed as an integrated package. Course providers are responsible for the design of learning programmes which are consistent with the learning outcomes and are relevant to learners needs and experience.</p>
6	Preferred Entry Level	FETAC Level 3 Certificate, Junior Certificate, or equivalent qualifications and/or relevant life and work experiences.
7	Special Requirements	A minimum of ten days work experience placement must be completed in an established organisation that has been deemed suitable to provide appropriate work experience by course providers. A trial day may be included in the total. At Level 4, work experience involves the candidate participating in the workplace under supervision and with centre support. While the candidate does not have the responsibility of an employee, they are expected to participate actively in the workplace.

8 General Aims

Learners who successfully complete this module will:

- 8.1 set achievable goals for work experience
- 8.2 develop insight into the nature and demands of work
- 8.3 utilise learning opportunities presented by work experience
- 8.4 appreciate the importance of safety and welfare in the workplace
- 8.5 develop employability skills e.g. motivation to learn, communication skills, teamwork, critical thinking, career development, co-operation etc.
- 8.6 reflect on and review their experience of the workplace
- 8.7 explore career choices in the light of their own aspirations, experience, abilities and available opportunities.

9 **Units** This module comprises 3 units.

- Unit 1 **Planning and Preparation**
- Unit 2 **Experience**
- Unit 3 **Review of Experience**

10 Specific Learning Outcomes

Unit 1 **Planning and Preparation**

Learners should be able to:

- 10.1.1 identify their own personal qualities, interpersonal and work related skills
- 10.1.2 practise work seeking skills
- 10.1.3 identify specific goals for work experience
- 10.1.4 compile relevant material for work experience e.g. CV, letter of application, interview records, contract, skills checklist, statement of learning goals, letter of introduction to employers, details of workplace days and times of work etc.
- 10.1.5 practise effective communication skills for the workplace e.g. personal, interpersonal, interview and presentation skills etc.

- 10.1.6** identify the basic rights and responsibilities of employees and employers as defined by current legislation and practice in the workplace e.g. gender equality, equal opportunities, health, safety and welfare, PRSI, income tax, minimum wage, union representation etc.
- 10.1.7** identify some factors which influence work opportunities locally e.g. globalisation, new technology, population shifts etc.
- 10.1.8** explore ways in which learning from other life experiences may be relevant to work experience e.g. voluntary work, part time work, courses, hobbies, sporting activities etc.

Unit 2 Experience

Learners should be able to:

- 10.2.1** participate effectively in workplace e.g. timekeeping, attendance, carrying out tasks, appropriate dress, personal presentation, health and safety awareness, reliability, adaptability, appropriate use of initiative taking direction, dealing with criticism etc.
- 10.2.2** relate effectively with supervisor/manager, fellow workers and the general public (including customers where applicable)
- 10.2.3** maintain a workplace journal which describes experience and identifies learning in the workplace
- 10.2.4** follow the Health, Safety and Welfare regulations which apply in the workplace.

Unit 3 Review of Experience

Learners should be able to:

- 10.3.1** review their participation in work experience in the light of her/his previously stated goals, personal qualities, actual learning, and Work Experience report
- 10.3.2** reflect on how they dealt with positive and negative experiences in the workplace e.g. conflict, praise, criticism, meeting new people etc.
- 10.3.3** identify the skills and qualities which make people good employees/employers
- 10.3.4** explore options for future education, training and employment in the context of their workplace experiences.

11	Assessment	See the note on Assessment Principles inside the back page.	
11.1	Technique	Portfolio of Coursework	100%
	Mode	Centre-based with FETAC moderation.	
	Weighting	100%	
	Components:	Portfolio of coursework to include:	
		1. Evidence of Planning and Preparation	30%
		2. Learner Journal	20%
		3. Work Experience Report	20%
		4. Review of Experience	30%
11.1.1	Evidence of Planning and Preparation	This should be a complete portfolio of all arrangements and documents. The following items should be included:	
		<ul style="list-style-type: none"> • statement of work experience goals, including statement of skills and qualities to be demonstrated in Work Experience • CV <i>or</i> letter of application <i>or</i> completed application form • interview record • personal skills audit • details of workplace arrangements. 	
11.1.2	Learner Journal	A daily diary/record covering the following aspects of the candidate's experience in the workplace:	
		<ul style="list-style-type: none"> • a description of work undertaken • reflection on experiences at the time • description of challenges and positive aspects of the experience, both personal and work related • what was learned. 	
11.1.3	Work Experience Report	A report to be completed by the:	
		<ul style="list-style-type: none"> • Workplace Supervisor and the Work Experience Assessor. 	
		Further comments and observations on the Supervisor's Report may be included by the Work Experience Assessor/co-ordinator.	
11.1.4	Review of Experience	A review and evaluation of the candidate's learning while on work experience. This should include:	
		<ul style="list-style-type: none"> • a job description based on work undertaken during work experience • review of work experience, based on the Learner's journal and the Work Experience Report forms, including: <ul style="list-style-type: none"> – an outline of what the candidate learned from the experience – what s/he would do differently in any future work experience – personal action plan in light of workplace experiences. 	
		All components of portfolio may be presented in a variety of media e.g. written, audio, video, graphic.	

12 Performance Criteria

12.1 Portfolio of Coursework

The performance criteria are detailed in the tables on pages 6 and 7.

13 Grading

Pass	50 - 64%
Merit	65 - 79%
Distinction	80 - 100%

12.1 Performance Criteria for Portfolio of Coursework

Pass 50 – 64%	Merit 65 – 79%	Distinction 80% +
<p>11.1.1 Evidence of planning and preparation</p> <ul style="list-style-type: none"> ▪ Personal skills audit ▪ Statement of work experience goals including skills and qualities to be demonstrated in Work Experience ▪ Details of workplace arrangements ▪ CV, Application form or letter <p>Evidence is sufficient to enable candidate to participate in work experience</p>	<ul style="list-style-type: none"> ▪ Personal skills audit ▪ Statement of work experience goals including skills and qualities to be demonstrated in Work Experience ▪ Details of workplace arrangements ▪ CV, Application form or letter ▪ Personal presentation <p>Evidence is clear and focused enabling candidate to participate in work experience</p>	<ul style="list-style-type: none"> ▪ Personal skills audit ▪ Statement of work experience goals including skills and qualities to be demonstrated in Work Experience ▪ Details of workplace arrangements ▪ CV, Application form or letter ▪ Personal presentation <p>Evidence is detailed and comprehensive demonstrating planning and preparation which enables the candidate to participate effectively in work experience</p>
<p>11.1.2 Learner Journal <i>Candidates must receive 0% if Unit 2 Experience is not completed</i></p> <p>Factual account of activities and events during work experience</p> <p>Lists challenges and positive aspects of experience and</p> <p>Lists learning which has taken place</p>	<p>Factual and personalised account of activities and events during work experience</p> <p>Describes challenges and positive aspects of experience</p> <p>Identifies learning which has taken place</p>	<p>Detailed, personalised and comprehensive account of activities and events during work experience</p> <p>Detailed description of challenges and positive aspects of experience</p> <p>Clearly identifies learning and shows ability to reflect on own performance</p>
<p>11.1.3 Work Experience Report</p> <p>Successful completion of Work Experience</p> <p>Candidate is given</p> <ul style="list-style-type: none"> ▪ satisfactory in all categories by the Workplace supervisor and the Assessor 	<p>Successful completion of Work Experience</p> <p>Candidate is given</p> <ul style="list-style-type: none"> ▪ good in all categories or ▪ very good in: attendance, punctuality, ability to follow instructions, completion of assigned work and satisfactory in all other categories <p>by the Workplace supervisor and the Assessor</p>	<p>Successful completion of Work Experience</p> <p>Candidate is given</p> <ul style="list-style-type: none"> ▪ very good in all categories by the Workplace supervisor and the Assessor
<p>11.1.4 Review of Experience <i>Candidates must receive 0% if Unit 2 Experience is not completed</i></p> <p>Job description outlines tasks</p> <p>Review is clear and descriptive</p> <p>Demonstrates some ability to comment on the effectiveness of own participation in work experience</p>	<p>Job description is detailed</p> <p>Review is descriptive and detailed</p> <p>Demonstrates insight into own participation in work experience</p>	<p>Job description is focused and detailed</p> <p>Review is considered and shows reflection on experiences</p> <p>Demonstrates insight into effectiveness of own participation and progress during work experience. Shows ability to draw conclusions and make appropriate future plans</p>

Individual Candidate Marking Sheet 1		Work Experience W10008 Portfolio of Coursework Weighting 100%
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Candidate Name: _____ **PPSN:** _____

Centre: _____ **Centre No:** _____

Portfolio of Coursework	Maximum Mark	Candidate Mark
Evidence of Planning and Preparation	30	
Learner Journal	20	
Workplace Experience Report	20	
Review of Experience	30	
TOTAL <i>This mark will be transferred to the Module Results Summary Sheet</i>	100	

Teacher's Signature: _____ **Date:** _____

External Authenticator's Signature: _____ **Date:** _____

FETAC Assessment Principles

- 1** Assessment is regarded as an integral part of the learning process.
- 2** All FETAC assessment is criterion referenced. Each assessment technique has **performance criteria** which detail the range of marks to be awarded for specific standards of knowledge, skills and competence demonstrated by candidates.
- 3** The mode of assessment is generally local i.e. the assessment techniques are devised and implemented by assessors (teachers/Assessors/trainers) in centres.
- 4** Assessment techniques in FETAC modules are valid in that they test a range of appropriate learning outcomes.
- 5** The reliability of assessment techniques is facilitated by providing support for assessors.
- 6** Each FETAC module describes one approach to assessment. It is possible for assessors to use other forms of assessment, provided they are demonstrated to be valid and reliable.
- 7** To enable all learners to demonstrate that they have reached the required standard, candidate evidence may be submitted in written, oral, visual, multimedia or other format as appropriate to the learning outcomes.
- 8** Assessment of a number of modules may be integrated, provided the separate criteria for each module are met.
- 9** Group or team work may form part of the assessment of a module, provided each candidate's achievement is separately assessed.