EQUAL IRELAND
ACCESS YOUR POTENTIAL

PEOPLE
DEVELOPING
PEOPLE

....a not for profit, community based, charitable trust engaged in the design, development and delivery of accredited education and training programmes.

We aim to provide new and affordable education and training opportunities to those people who, for whatever reason, missed out on earlier chances.

PROGRAMME DELIVERY &SUPPORTS

The programme typically will be delivered locally, on the basis on an average attendance of one day per month, over an 8 month period, at an EQUAL Ireland Workshop convened in a Local Learning Centre.

In addition to the workshops our learners are supported by:

· Acquiring self directed independent learning skills and knowledge

· The EQUAL Ireland Moodle Learning Platform

· Access to Tutor and other support staff between workshops

· On Line learning materials for each subject

· Summary Video Presentations

· Organised study groups, where appropriate

NB EQUAL Ireland can tailor the delivery to suit the circumstances of a particular group of Learners

GENERAL MATTERS

Assessment
The criterion for successful completion of this course involves satisfactory engagement and performance in all elements of the programme. Learners' academic progress is based on project submissions, both individual and group projects.

Award
Participants who successfully complete the programme will receive a Level 6 Award from the Letterkenny Institute of Technology

Programme Fees
€720 (A Phased payment system is available if necessary)
NB Where Learning to Learn is delivered as a stand alone in a Participant concentrated form the charge is €200

Entry Requirements
People are required to have:

● Requisite writing and reading skills

● A determination to join the programme and to stick with it
A Junior Certificate and or Leaving Certificate would be an advantage but it is *NOT* a requirement.

E Q U A L   I r e l a n d

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in collaborative partnership with

EQUAL IRELAND
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lyit
Institiúid Teicneolaíochta Leitir Ceanainn
Letterkenny Institute of Technology

Essential Skills Certificate (Workplace Community & Education)

essentialskills training

PEOPLE
DEVELOPING
PEOPLE

ESSENTIAL SKILLS CERTIFICATE
(Workplace , Community and Education)

INTRODUCTION

This course is a part-time distance learning programme, designed to provide learners with the opportunity to achieve a 60 Credit Level 6 award via flexible delivery methodologies and incorporating Work and Community based learning. Learners will have the opportunity to explore and develop their interest in the fields of business, enterprise and community development and to enhance their competencies towards becoming effective administrators in these areas.

It has been translated and delivered to learners in Ireland, Spain, Turkey, Poland, Greece and Italy. It is recognised by the International Labour Organisation of the United Nations as meeting the specified needs of Life Long Learning for the EU Workforce in the 21st Century.

A particular objective of EQUAL Ireland is the development of our participants so that they become accomplished self-directed independent learners in the workplace community or higher education.

WHO IS IT FOR?

Completion of this programme will be of particular interest to the people who are:

- Early School Leavers interested in re-engaging with their education
- Community Activists or Workplace Representatives
- Entrepreneurs or Innovators who want to establish a successful private or social enterprise
- Job seekers who would like to work in Business, Enterprise or Community Development
- Learners who would like to progress to other 3rd level programmes including EQUAL Ireland programmes in Business, Enterprise and Community Development
- Volunteers in Community Groups or Organisations whose prospects for employment in these organisations would be enhance if they acquired this qualification.

NB The reader should refer to Entry Requirement set out below.

RECOGNITION OF PRIOR LEARNING

We operate a Recognition of Prior Learning (RPL) system which allows us to recommend to AIT the entry of people who have a

relevant and appropriate work, life and educational experience but who do not have the formal qualification documentation required.

Please ask us about this process and we will give you the necessary information and advice.

PROGRAMME CONTENT

LEARNING TO LEARN
This module enables the learner to

- Reflect on their learning history in school, the workplace or community and to define their most effective learning styles
- Acquire organisational skills for learning
- Understand and apply effective learning methods
- Become familiar with on line opportunities for self-directed independent learning
- Improve their chances of academic success in subsequent programmes

> This Module is sometimes delivered as a stand alone Module. This enables the Learner to have a taster of the full programme and provides EQUAL Ireland with an assessment tool to help advise the Learner regarding the future. It is recognised as a valuable Module to have completed for *any* further education course.

COMMUNICATIONS
The Communications module will enable the learner to:

- Use resources in their workplace, community and educational settings confidently and competently to research a given topic
- Formulate a grammatically correct and structured written composition of 300 words
- Design and deliver a 5-minute presentation on a given topic
- Better present themselves or their ideas and suggestions either verbally or in written form whether in the workplace, the community or in an academic setting

EVERYDAY NUMBERS
The EQUAL Ireland approach is solidly grounded in everyday life from Supermarket Bills to Credit cards from Mortgages and Rent to Pensions, Wages and Benefits. Once the learner has successfully completed this module they will have:

- An understanding of how mathematics works in the context of everyday life
- Achieved a range of mathematical skills and knowledge relevant to everyday activity at home in the workplace, community or educational setting
- Understood aspects of everyday mathematical knowledge and skills relevant to their programme of education and the workplace
- Greater confidence, comfort and competence in using their mathematical knowledge and skills

INTRODUCTION TO HUMANITIES/ COMMUNITY DEVELOPMENT
The aims of this module are to:

- Provide the learner with an understanding of Humanities
- Equip the learner with the skills necessary to pursue a qualification in Humanities
- When the learner successfully completes this module they should be able to:
- Identify the key components of culture
- Outline the development of Sociology
- Identify the importance of networks, partnerships and capacity building.
- Describe the process of community development

INTRODUCTION TO ENTERPRISE
Module Aims:
The aims of this module are to:

- Introduce the learner to entrepreneurship and the traits of the entrepreneur.
- Explain the importance of strategy and how to develop a strategy for business
- Introduce the key concepts of customers and markets
- Show how marketing and sales are interlinked
- A learner who successfully completes this module should be able to:
- Identify the importance of enterprise in business
- Explain the importance of strategy and how to develop a strategy for business
- Identify the key concepts of customers and markets

INFORMATION TECHNOLOGY (IT) SKILLS

The aims of this module are to:

- Provide you with the knowledge and skills in using the basic functions of a computer and its operating system environment including:
- WORD for typing letters and reports;
- Excel for calculations;
- PowerPoint for Presentations;
- eMail for communications and the Internet for almost everything else including personal everyday research whether it's for Cinema Listings, Sports results or where to get the cheapest Home Insurance?.
- File Management
- Introduction to EQUAL Ireland's Virtual Learning environment , which uses Moodle technology.

Programme Delivery and Supports & General Matters →