

## Course Title: Be Ready for the Workplace Level 4

**Overview:** During this course students will learn the skills required for job searching and beginning a working career including CV writing, emailing, computer skills and social media skills. They will also have the opportunity to gain work experience whilst studying the Work Experience module.

**Qualifications:**

QQI Level 4 Communications 4N0689  
QQI Work Experience 4N1168

**Duration:** 10 weeks

**Job Opportunities:**

Employment in services or retail.

**Education Opportunities:**

A range of QQI courses. see.  
[www.qualifax.ie/index](http://www.qualifax.ie/index)

**Software/Applications used:** Google,  
Microsoft Word

**Prior skills required:** Basic computer skills

### Learning outcomes

- Demonstrate critical and innovative thinking.
- Display competence in oral, writing and visual communication
- Apply communication theories
- Show an understanding of opportunities in the field of communications
- Use current technology related to the communication field
- Respond effectively to cultural communication differences
- Demonstrate positive group communication exchanges

- Participate effectively in work experience
- List factors which influence work opportunities locally
- Describe the impact of paid and unpaid workforce participation
- Identify the basic rights and responsibilities of employees and employers
- Identify personal strengths, interpersonal and work-related skills
- Summarise potential employment and learning opportunities
- Compile relevant material for work experience, to include a CV and letter of application
- Reflect on the period of work experience and the progress made
- Demonstrate effective communication skills in the workplace
- Explore options for future education, training and employment in light of work experience