

Foundation Diploma in Training and Education in Supported Employment



OPEN TRAINING
COLLEGE

www.opentrainingcollege.com

The revised and updated Foundation Diploma in Training and Education in Supported Employment is an exciting and practically oriented open learning course, validated through NUI, Galway. It provides participants from the whole of Ireland (North and South) with the opportunity to develop core skills as employment facilitators or job coaches. The course is targeted at staff working in mainstream supported employment services, vocational, workshop or sheltered occupational services. It is suited to aspiring job coaches, employment officers, day centre staff, those commencing work in the Government Supported Employment Programme and staff of special schools and colleges, who aim to assist people with employment support needs to make the transition into integrated paid employment. The Open Training College will deliver this programme over a 3-month period.

Award

- Course accredited by the National University of Ireland, Galway
- Participants awarded an NUI Galway - Foundation Diploma in Training and Education in Supported Employment
- Guaranteed access to the BA in Applied Social Studies (Disability)

Course Objectives

On completion of this course students will have:

- an understanding of the value of supported employment
- knowledge of the process of supported employment
- developed basic skills in relation to vocational planning, job analysis, job matching, marketing, on the job supports, natural supports and career planning
- enhanced skills for communicating with job seekers and employers
- skills and knowledge of the use of appropriate assessment and evaluation systems
- awareness of issues that effect people of different abilities entering and staying in employment

Support

A tutor will be appointed to support you through your studies. *you will have:*

- contact with your tutor during the workshops
- a scheduled telephone tutorial once per month
- a 'hotline' to your tutor for emergencies
- facilitation of development of 'support network' for job coaches/employment facilitators

Course Details

- 3 months duration
- 2 x 2 day skills development workshops
- Individual telephone tutorial x 3
- Course assignment with tutor feedback
- Study supports including online library database/Study Skills module'

Course Content

Two open learning modules will be provided which include course reading and interactive activities

The content of the modules include:

- history of supported employment
- outline of national services and structures for meeting the employment needs of people with varying levels of ability
- customer driven approach
- planning and facilitator in action
- evaluation and assessment
- quality in delivery of supported employment services
- examination and exploration of recent employment legislation and Disability Act in relation to employer and employee rights

Course Assessment

At the end of the course, you will be asked to carry out an assignment for submission to the Open Training College for assessment. The assignment relates to material covered in the modules and requires you to start the process of placing a job seeker in supported employment or work experience in preparation for employment. It emphasises the practical application of the course material to your work situation. You will be given written tutor feedback on this assignment.

The entrance criteria for this course is that participants be currently employed in facilitating people with support needs to find and keep employment.

To apply complete all sections on the application form and return to:

Applications

The Open Training College

Prospect Hall

Willowfield Park

Goatstown

Tel: (+353-1) 2988544

Dublin 14

Fax: (+353-1) 2987004

Ireland

Email: info.otc@smh.ie

The course is best suited to those 'commencing' work in Supported Employment.

Every effort will be made to run courses as advertised but the College reserves the right to amend courses as necessary and to postpone or cancel courses at its discretion.

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