

Introducing Level X Module Title Here Course

QQI

X Module Code

Welcome

Forus Training Ltd
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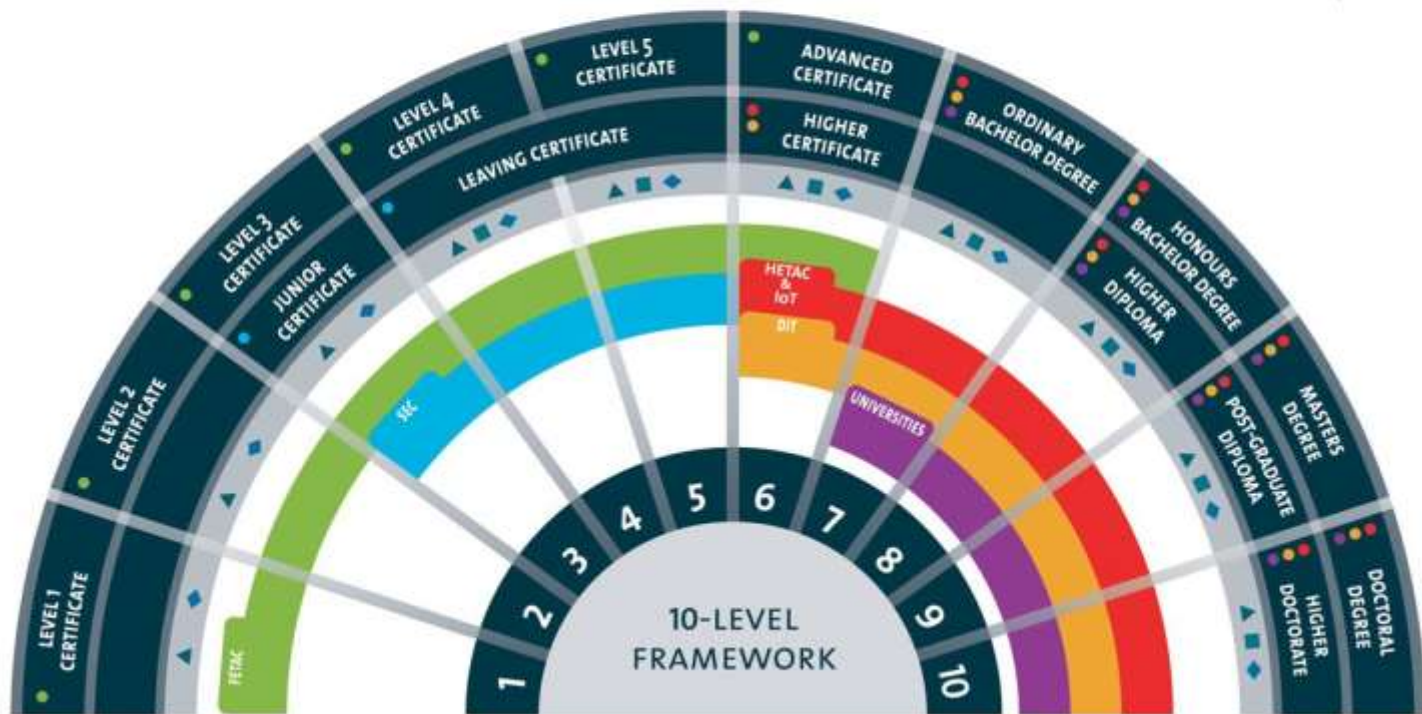
Housekeeping

- Sign in and registration
- Timekeeping
- Fire Safety
- Smoking
- Breaks
- Mobile Phones
- Respect and Courtesy

QQI – Quality Assurance

NATIONAL FRAMEWORK OF QUALIFICATIONS

Údarás Náisiúnta
Cáilíochtaí na hÉireann
National Qualifications
Authority of Ireland



Grading Criteria and Awards Standards

Learners can achieve the following grading Criteria for;

1. Awards level 1 to 3 – Successful
2. Awards level 4 to 6 – Pass, Merit and Distinction

Grading Criteria for awards at Level 4 - Level 6 – Pass, Merit, Distinction

A Pass indicates that the learner has:

- achieved the learning outcomes as outlined in the minor award - a pass is the minimum acceptable standard
- used the language of the vocational/specialised area competently
- attempted to apply the theory and concepts appropriately
- provided sufficient evidence which has relevance and clarity.

Grading Criteria for awards at Level 4 - Level 6 – Pass, Merit, Distinction

A Merit indicates that the learner has:

- Achieved the learning outcomes as outlined in the minor award
- A merit implies a good standard has been achieved/
- used the language of the vocational/specialised area with a degree of fluency/
- Expressed and developed ideas clearly demonstrated initiative, evaluation and analytical skills /
- Presented coherent and comprehensive evidence.

Grading Criteria for awards at Level 4 - Level 6 – Pass, Merit, Distinction

A Distinction indicates that the learner has:

- Achieved the learning outcomes as outlined in the minor award - a distinction implies that an excellent standard has been achieved
- Used the language of the vocational/specialised area fluently and confidently
- Demonstration-depth understanding of the subject matter
- Demonstrated a high level of initiative, evaluation skills
- demonstrated analytical and reflective thinking
- expressed and developed ideas clearly, systematically and comprehensively
- presented coherent, detailed and focused evidence

Learner Charter

What you can expect:

- Fair and equal treatment
- Clean and safe learning environment
- Receive feedback
- Be able to make a complaint

Trainer's Responsibilities

- Information on programmes
- Health and safety
- Assessments
- Progress
- Involvement in your own learning
- Progression routes

Learner Responsibilities

- Full attendance (at least 80%)
- Follow health and safety rules
- Bring learner pack to each session
- Submit coursework on time
- Feedback to Trainer/Centre (at end of programme or at any time throughout)

Comfort and Safety

- Ergonomics
- Peaceful learning environment
- Accident Reporting
- Security
- Internet
- Support and Guidance

Plagiarism

- Plagiarism is when a student presents other people's writing, words or ideas as their own.
- Referencing

Equal Opportunities and Anti-Harassment

- It is the policy of Forus Training to work towards the elimination of discrimination and harassment.
- Please communicate any concerns you may have in relation to equal opportunities or discrimination.

Protection for Learners

- Applicable where course duration is 3 months or more (not applicable here)

Access, Transfer and Progression

- Access – entry criteria may be applicable
- Transfer – recognition of prior learning
- Progression – where to next?

Data Protection

- Maintaining Confidentiality
- Strict Disclosure of your Information

Assessment Portfolio

Assessment Technique	Percentage grade
Project	50%
Skills Demonstration	50%

The Assessment Plan

- Start Date: Tonight
- End Date: **X** Weeks Later
- Feedback to learners on assessment progress throughout programme
- Deadline for Final Submission of work
- 2 weeks after the final class

The Assessment Process



Appeals

Grounds for Appeal include:

- Access to a programme
- The assessment procedure
- The assessment result

Certification

- Submission every assessment period x 6 times per year
- Errors/Omissions
- Notify us of your change of address ASAP
- Replacement Certificates

Submission of Coursework

- All coursework/portfolios signed in on the register **by the learner**
- Registered post – to ensure secure delivery and guarantee of delivery
- Forus Training Ltd, Castle House, Castle Street, Mullingar, Co Westmeath
- We will acknowledge receipt of all coursework received by post

Submission Due Date/Extensions

- Extenuating / Special Circumstances e.g severe illness, family death
- Application form for extension available from trainer and to be completed by learner
- The application form needs to be submitted before the submission due date
- Decision by Centre Manager

Course learning outcomes

Upon completion of this course students will be able to;

1. Evaluate the provision of education for people with special educational needs with reference to current legislation
2. Assess the various educational options available in Ireland for people with special educational needs

Course learning outcomes continued...

3. Examine relevant theories, skills and processes relevant to curriculum implementation
4. Explore differences between integration and inclusion
5. Organise learning opportunities in order to promote independence and responsibility
6. Evaluate the importance of the multidisciplinary team in devising individual education plans

Course learning outcomes continued...

7. Analyse skills that can be used to aid the teacher in the administration of the national curriculum
8. Assess interventions and behavior management techniques that may be used in the learning environment
9. Manage meaningful activities that are suited to people's needs and connect with their experiences and interests in the learning environment

Course learning outcomes continued...

10. Identify strategies for dealing with stress factors within the workplace
11. Provide assistance in the provision of education and care for individuals that present with special educational needs
12. Reflect on ones own attitudes, values, beliefs and assumptions in relation to working with and on behalf of people who present with disabilities.

Support Contact Details

- Accounts queries **accounts@forustraining.ie**
- Certification queries **certification@forustraining.ie**
- Complaints queries (comments / complaints / feedback) **hello@forustraining.ie**
- Recognition of prior learning
certification@forustraining.ie
- Transfer and progression
certification@forustraining.ie

