

AWARD IN CAREER ESSENTIALS

MQF LEVEL 4 | 13 ECTS

Quick Guide



Starting Your Journey

This training programme helps you develop the knowledge, skills and workplace behaviours needed to succeed in today's workplace. By combining classroom learning with practical workplace experience, you will build confidence, strengthen your leadership and communication skills, support your personal and professional development, and gain valuable hands-on experience.

Structure

Module	Subject area	Hours
1	Work Ethics	16
2	Developing Individual Leadership Skills	14
3	On-the-Job Placement (including 1-hour assessment)	271
Total		301

Learning Through Theory and Practice

Classroom Learning

- ✓ Interactive discussions
- ✓ Classroom exercises
- ✓ Practical learning activities

Workplace Learning

- ✓ Supervised workplace experience
- ✓ Exposure to real job-related tasks
- ✓ Opportunities to apply classroom learning in practice

Building Professional Foundations

Module 1: *Work Ethics*

Explore the values, behaviours and professional standards that help you succeed and contribute positively at the workplace.

IN THIS MODULE YOU WILL EXPLORE:

- ✓ Workplace ethics and integrity
- ✓ Professional standards
- ✓ Quality and continuous improvement
- ✓ Diversity and inclusion
- ✓ Conflict of interest awareness
- ✓ Managing workplace challenges
- ✓ Respectful communication
- ✓ Ethical decision-making

Strong professional values and ethical behaviours provide the foundation for success in any workplace.

Developing Confidence and Leadership

Module 2: *Developing Individual Leadership Skills*

Strengthen your communication, self-awareness, leadership and teamwork skills to support personal growth and workplace effectiveness.

IN THIS MODULE YOU WILL EXPLORE:

- ✓ Leadership styles
- ✓ Communication skills
- ✓ Active listening
- ✓ Building trust and rapport
- ✓ Resilience and self-confidence
- ✓ Stress management
- ✓ Persuasion techniques
- ✓ Self-awareness and personal growth

Effective leadership begins with communication, self-awareness and the confidence to work positively with others.

Learning Through Experience

Module 3: *On-the-Job Placement*

Apply your learning through 270 hours of workplace experience over 14 weeks, developing your skills, confidence and career readiness.

WHAT YOU WILL DO:

- ✓ Perform real job-related tasks
- ✓ Apply classroom learning in practice
- ✓ Develop workplace skills
- ✓ Follow workplace procedures and policies
- ✓ Build personal development plans
- ✓ Reflect on your learning and progress
- ✓ Identify further development opportunities

Workplace experience allows you to apply your knowledge, build confidence and gain valuable insight into the world of work.

Demonstrating Your Progress

Throughout the programme, you will have opportunities to apply your learning, receive feedback and track your progress.

HOW YOU WILL DEMONSTRATE YOUR PROGRESS:

- ✓ Continuous assessment throughout the programme
- ✓ Written assessment for Modules 1 and 2
- ✓ Employer/supervisor feedback during the placement
- ✓ Final placement presentation

To successfully complete the programme, you must achieve a minimum pass mark of 45% in the required assessments.

WHAT YOU WILL ACHIEVE:

- ✓ Develop professional workplace behaviours
- ✓ Build leadership, communication and teamwork skills
- ✓ Gain valuable hands-on workplace experience
- ✓ Enhance your employability and career readiness
- ✓ Achieve an MQF Level 4 Award worth 13 ECTS Credits

Taking the Next Step

This guide provides an overview of the Award in Career Essentials training programme and what you can expect throughout your learning journey.

For detailed information about the module content, assessment arrangements and certification requirements, please refer to the official [Course Information Sheet](#).

Get in touch

This programme is available through the **Traineeship Scheme** on an intake basis and is open to individuals aged 15 to 65 who are currently not in employment.

If you would like more information or support, contact us today.

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