

## Support to Participants

### SKILLVEC

The SKILLVEC tutor providing SKILL training is there to support you on a daily basis in the classroom. All tutors are experienced and qualified tutors. Their role is to train you to your highest possible standard so you can achieve the best possible results. They will support you throughout your journey on SKILL.

### Your Line Manager and organisation

Your line manager and employing organisation realize the significant commitment you are making by returning to education. Your line manager is there to provide support to you during your time on the SKILL Programme and will try to help with any problems you face along the way.

### Your own experience: Recognition of Prior Learning

SKILL Programme promotes a policy of 'RPL' - Recognition of Prior Learning. This refers to the process of acknowledging the knowledge, skills, and competencies that each individual learner already has, however acquired.

Your life experience is valuable and will count as credit in your learning on SKILL.

SKILL will facilitate your experience in the workplace being recognized formally through the training.

## Frequently Asked Questions:

### *Do I have to pay for training?*

No. Training is provided free by the Government.

### *What's in it for me?*

The Programme gives you the chance to take an active role in your own learning and development, and gain a FETAC award.

### *Are there exams?*

Yes, but not exclusively. Most of the work is completed through continuous assessment. There are practical skill tests, assignments, research projects, portfolios of work which you will complete that are just as important for successful completion of the module.

### *Will I be paid & will I get time off?*

You will be released from work to attend SKILL training and will be paid for this time. It's important to remember that SKILL hours are WORK hours, and if you're going to be missing from training for any reason you should discuss it with your Line Manager in the same way that you would a working day.

### *Where will training take place?*

Training is delivered in your local VEC.



**Disability Federation of  
Ireland**

**SKILL PROGRAMME  
2010 / 2011**



**Securing Knowledge  
Intra Lifelong Learning**

**Participant  
Information Booklet**

## What is SKILL?

“**SKILL**” stands for Securing Knowledge Intra Life-long Learning. The aim of the SKILL Programme is to:

"Educate, develop and train support staff in the health services to the optimum of their abilities in order to enhance their role in the quality of service to patients/clients."

Training is a programme of blended learning, where experience gained in the work environment is combined with attendance in a learning environment during the modules and home study.

## Further information?

The SKILL Programme website has up to date information on the training. It's also got a full listing of available subjects, video clips of previous participants, newsletters, and frequently asked questions:

[www.skillprogramme.ie](http://www.skillprogramme.ie)



## What's involved?

### 8 Subjects

Training covers eight subjects or 'modules'. This covers topics like:

- Communications
- Care Support
- Infection Prevention and Control
- Work Experience
- Workplace Statutory Policies & Procedures

There are over 40 more modules to choose from, relevant to your day to day work, and your interests!

Check them out on [www.skillprogramme.ie](http://www.skillprogramme.ie)

### 32 days - September 2010 - June 2011

Each module takes about 4 days to complete. They are run one day a week, or two days every two weeks. In total this is roughly 32 days, commencing in September 2010 and running until June 2011.

### Delivered in your local VEC

Training is usually delivered in your local VEC.

### Award

You graduate with a Health Service Skills award FE-TAC Level 5 (equivalent to a Leaving Certificate) or an advanced Certificate in Supervisory Management Skills award FETAC Level 6.

### Application:

Talk to your line manager about applying, and address any concerns you may have.

Complete an application / Pre Learning Advice (PLA) Session Form and bring a copy to your PLA in May.

## What's a Pre Learning Advice Session?

- This is a once off informal and confidential session between you and a SKILLVEC tutor. It lasts for 40 minutes - 1 hour.
- This session gives you a chance to ask all your questions about the training, and discuss any personal concerns you have about returning to study. It also aims to identify areas where participants may require support.
- Before a PLA you must meet with your line manager and consider what modules you'd like to complete.
- Once you have agreed on modules, both you and your line manager must complete the Application & PLA form fully including:
  - Full contact details
  - Module Choice (Level 5 participants must pick, with the advice of their line manager, three optional modules, Level 6 participants have to pick one)
  - Line manager signature
- One copy of this form is for your organisation, another copy is for you to take with you to the PLA.
- PLAs take place in May. You will have to travel for this session, as a once off basis.
- To avoid doing subjects not relevant to your work, you must bring your Application / PLA form with you. This is to ensure that the modules you want to do are approved and registered by SKILLVEC.
- Only those who have completed a PLA can go on to commence training - Make sure your summer holidays do not clash with your PLA!!