#

|  |  |
| --- | --- |
| Document Name | **WWETB COVID-19 Work Experience-Work Placement Contingency Plan** |
| Version | 1.0 |
| Policy Area | FET  |
| Date | April 2020 |
| Revision Details |  |
| Monitored | Quality Assurance |
| Responsibility | FET Director |
| Approval/Governance | QA Steering Group, FET Management (PAC) |

# **WWETB Work Experience/Work Placement Contingency Plan**

## **Summary**

* There will be different options available, depending on the completion status for each learner.
* It is the primary responsibility of each centre to confirm and review the work experience status of each of their learners.
* The **CVD19 – Work Experience Completion Status** (see appendix 2) form needs to be completed for each learner, one per class group. These should have been returned to your Principal or Coordinator **AND** copied to quality@wwetb.ie by close of business on Wednesday 1st April.

## **Overarching Issues/Considerations**

### **Workplace Supervisor Reports not returned to centre/college.**

After a scan review of the status reports returned, the main issue would seem to be that there are an extremely large number of supervisors reports not returned, even where learners have actually completed their Work Experience.  **Every possible attempt needs to be made by both the college and learners to get back the supervisor’s report.**

Where learners have completed Work Experience/Work Placement but cannot have it signed-off by the workplace supervisor due to closures, then the following is recommended:

1. Scanned report, email or transcribed telephone reference from workplace supervisor.

2. Where a supervisor’s report cannot be retrieved from the workplace, that work placement is to be assessed by the liaising centre assessor completing the supervisor’s report form in lieu. The assessor will use communications with the workplace supervisor and existing completed assessment as a guide to marking this element.

### **Programmes with regulatory body minimum hour requirements**

The standard minimum hours required for both Level 5 & Level 6 Work Experience is 60 hours. However, some programmes have an increased ‘**regulatory body’ minimum hour requirement,** these include:

5M2009 Early Childhood Care and Education 120 hours

5M4339 Healthcare Support 150 hours

5M4349 Nursing Studies 150 hours

5M1761 Intellectual Disability Practice 150 hours

6M2007 Early Childhood Care and Education 120 hours

The ETB sector is concerned about the validity of certifying these learners without the required hours completed.

QQI, ETBI & THEA are aware of these issues and we are awaiting further guidance.  It may be a case of these learners having to complete these hours when access restrictions are lifted.

Awards which are strongly vocational in nature (as outlined above) have separate, individually mandatory components which require learners to be in an award relevant workplace where skills and attitudes appropriate to that workplace are attained and assessed. Programmes leading to such awards cannot be completed without suitable practice placement.

### **Temporary Changes to Award Structures to allow for an alternative to Work Experience**

A proposal has been submitted to QQI to request the temporary modification of the Work Experience / Work Practice Pool on a number of QQI CAS Major Award Standards. Specifically, the addition of 5N2985 Personal and Professional Development as an option instead of 5N1356 Work Experience or Work Placement. (See Appendix 1)

Some learners would have had completed some or all of the collection of work for 5N1356. There are a number of similarities between the learning outcomes of 5N1356 and 5N2985 Personal and Professional Development.

This would only be possible for certain awards and **not** where the awards have regulatory body requirements.

## **Work Experience Completion Scenarios**

1. **For the learners who had not started their Work Placement OR had less than 50% work placement hours complete.**

Firstly, centres need to ensure that the learners have completed the Collection of Work (60%) element of the module. This should be returned to and marked by teachers.

With regards to completion of the Work Placement (Skills Demonstration 40%) element there are three options:

* 1. Postponement (the least preferred option). However, in some instances this unfortunately may be the only option.
	2. QQI expand the pool of Work Experience/Work Placement electives to include 5N2985 Personal and Professional Development, then this is completed instead.  There is a lot of overlap with the theory elements of work experience and communications.  This would require some additional work.
		+ A proposal has been submitted to QQI to amend the awards which were identified by centres to QA as having work placements not started.
		+ This option will not be possible for programmes with regulatory body requirements (Childcare, Healthcare, Nursing, Intellectual Disability Practice)
	3. Investigate if RPL or APL is possible based on past employment history of each learner. **See Process for Recognition of Prior Learning below**.
1. **For learners reasonably close to completion of placement hours, consider putting through for certification using either scenario (A) or (B) below:**
	1. Scenario (A): >90% complete, e.g. 9 out 10 days complete, or greater than 54 out of 60 hours complete. **Submit for certification as complete.**
	2. Scenario (B): Between 80% -90% complete, e.g. 8 out 10 days complete, or greater than 48 out of 60 hours complete. **Give learners a small additional piece of work, perhaps an assignment, case study or reflective diary** and submit for certification once complete.
2. **For learners who had started but are not close to completion, between 50% and 79% complete;** Minimum cut-off 50% of hours completed e.g. 5 out 10 days complete, or at least 30 out of 60 hours:
	1. Learner can supplement any missing days/hours via a written diary, case study, reflective piece of work which would be marked alongside the Supervisor's Report.
	2. Investigate if RPL or APL is possible based on past employment history of each learner. **See Process for Recognition of Prior Learning below**.

## **Process for Recognition of Prior Learning (RPL) and Work Placement**

Application of an RPL process to a learner’s work placement will only apply to learners who have completed or are in the process of completing, the Portfolio/Collection of Work (60%) of their Work Experience module in the classroom or remotely from home.

The Skills Demonstration (40%) requires the learner to complete their work placement in a vocationally relevant area and to record their experiences in their workplace diary. If this cannot now be completed, then the Skills Demonstration (40%) can be achieved through RPL in one of two ways as outlined below.

**Learner has partially completed work placement**

If a learner has completed at least 50% of their work placement then they must supply an up-to-date CV accompanied by a reference, letter or supervisors report from an employer. This employer does not have to be the employer where they did their partial work placement but must be current, i.e. be from within the last five years.

**Learner has less than 50% complete or not commenced work placement**

If a learner has less than 50% complete, or not commenced their work placement then they must, as for partial completers, supply an up-to-date CV accompanied by a reference, letter or supervisors report from an employer. This employer must be current, i.e. be from within the last five years.

These learners must also complete an assignment (see Work Experience Alternative Brief below) that will be an essay comprised of an organisational/business profile and an overview of their role in the organisation/business. The employer reference will be graded as part of the assignment (Part 1 –10%). The CV will have already been completed and marked as part of the Collection of Work for the module but must be supplied as part of the RPL process.

****ASSESSMENT BRIEF

|  |  |
| --- | --- |
| Assessment Title | **Work Experience Alternative Brief (in lieu of Skills Demonstration)** |
| Programme/Centre | xxxx | Maximum Mark | 40 marks (40%) |
| Module/Component Name | Work Experience  | Date of Issue | xxxx |
| Module/Component Code | 5N1764 | Submission Date | xxxx |
| Assessor Name | xxxx |
| LOs to be assessed | Skills Demonstration – LOs 6, 7, 8 |

|  |
| --- |
| Instructions |
| For this assessment task, the skills demonstration will be evidenced by:* A reference/verification of employment from a previous employer.
* An essay in which you will discuss the day-to-day tasks performed, challenges you encountered and a reflective summary on a previous work experience.

**Part 1 - A reference/verification of employment from a previous employer (compulsory requirement)**You must include a reference/verification of employment from a previous employer. The experience of work must be substantial, verifiable and relevant to the vocational area. **Part 2 - Essay reflecting on a past work experience**You will write an essay reflecting on the selected past work experience. Areas for discussion in your essay include: **Organisation/business profile*** A profile of the organisation/business of your previous work experience e.g. name, type of organisation/business, the main type of product/service provided, approximate number of employees, your role in the organisation.

**Your role in the organisation/business*** An overview of the types of day-to-day tasks you performed as part of your role in the organisation/business.
* What skills were important to have in order to complete day-to-day activities e.g. knowledge of the organisation procedures, digital skills, accuracy, speed, hygiene, safety, communication, talking to customers/clients etc.
* Discuss the types of challenges you encountered e.g. conflict, criticism, new experiences, meeting new people and how did you solve them. What did you learn from them?
* Discuss the positive aspects of the job. What did you learn from them?
* Outline the types of skills you learnt while in this employment e.g. communication skills, interpersonal skills, the ability to work in a team and/or on your own, working to a deadline, new technology skills etc.
* Outline the health and safety regulations you had to adhere to while working in this organisation/business. What were the reporting requirements? Include any other regulations you feel is necessary to include in your essay.

**Reflection*** Evaluate what you learnt while working for this organisation/business.
* Evaluate your performance in terms of the decisions you made and how you might do it differently the next time. (Give examples where necessary).
* How did working for this business/organisation influence your future choices?
* What are your plans for future work or professional development?
 |
| Presentation of Evidence |
| The essay must be word processed, font style Calibri, font 11 and 1.5 line spacing. All work must be clearly referenced. Proofread your assignment to make sure it is error free. **Note**: This work may also be presented handwritten or through any audio or other digital methods e.g. blog, podcast, audio recording. This should be agreed with your assessor in advance. |
| Assessment/Performance Criteria and Marks  |
| This assignment is worth 40% of the overall marks for this module. Part 1 is worth 10% and Part 2 is worth 30%. |
| Submission Details |
| The assignment must be submitted by <<insert time if applicable>> on the submission date outlined at the top of this brief. <<Assessor to insert how the work will be submitted e.g. via email, Moodle etc.>> |
| Learner’s Authorship Statement (on submission): |
| I confirm that I have submitted work in line with the guidelines in this brief and that this is my own original work.**Learners Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

MARKING SCHEME

|  |  |
| --- | --- |
| Assessment Title | **Work Experience Alternative Brief (in lieu of Skills Demonstration)** |
| Programme/Centre |  |
| Module/Component Name | Work Experience | Module/Component Code | 5N1764 |
| Assessor Name |  | Learner Name |  |

|  |  |  |
| --- | --- | --- |
| Assessment Criteria | Max Mark | Learner Mark |
| **Part 1** |  |  |
| Reference/verification of employment from a previous employer (Compulsory requirement) | 10 |  |
| **Part 2** |  |  |
| Essay |  |  |
| * Organisation/Business Profile
 | 10 |  |
| * Role in the organisation/business
 | 10 |  |
| * Reflection
 | 10 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Total Maximum Mark Available | 40 | Total Learner Mark Awarded |  |

|  |
| --- |
| Assessor comment |
|  |

|  |  |
| --- | --- |
| Assessor Signature |  |
| Date |  |

**Work Experience Marking Rubric – 5N1356**

|  |  |
| --- | --- |
| 10 marks | Criteria |
| 10 - 9 | * Comprehensive response demonstrating a deep understanding of the topic.
* The essay has a clear focus and includes evidence of evaluation and reflection.
* All points outlined in the brief have been addressed in considerable detail.
* Information is communicated with a high degree of clarity and confidence.
* Vocationally specific language and vocabulary is used with confidence throughout the essay.
* Information is accurate and correctly referenced using the correct format.
* The document is error free with the correct use of grammar and punctuation.
 |
| 8 - 7 | * Minor detail missing from response but a deep understanding of the topic.
* The essay has a clear focus and includes evidence of evaluation and reflection.
* All points outlined in the brief have been addressed.
* Information is communicated with a degree of clarity and confidence.
* Vocationally specific language and vocabulary is used in the essay.
* Information is accurate and correctly referenced using the correct format.
* The document is error free with the correct use of grammar and punctuation.
 |
| 6 - 5 | * Detail missing from response but an understanding of the topic has been demonstrated.
* Parts of the essay are focussed. Ideas are discussed but some more than others. There is some evidence of evaluation and reflection.
* Most of the points outlined in the brief have been addressed.
* Information is accurate but the format of the referencing has some minor errors.
* Vocationally specific language and vocabulary is used occasionally in the essay.
* The document has some spelling and grammatical errors.
 |
| 4 - 3 | * Only part of the topic/question responded to.
* Reasonable understanding of the topic demonstrated.
* Essay has limited focus; information is discussed at random and does not flow logically. Limited evidence of evaluation and reflection.
* Some of the points outlined in the brief have been addressed.
* Information presented is accurate however the format of the referencing has numerous errors.
* Limited vocationally specific language and vocabulary is used in the essay.
* The document has spelling and grammatical errors.
 |
| 2 - 1 | * Only part of the topic/question responded to.
* Basic understanding of the topic demonstrated.
* Essay has little focus; information is not discussed in a logical manner. Limited evidence of evaluation and reflection.
* Limited number of points outlined in the brief have been addressed.
* Little to no vocationally specific language and vocabulary is used in the essay.
* Information presented is accurate but limited and the format of the referencing is poor.
* Limited vocationally specific language and vocabulary is used in the essay.
* The document has spelling and grammatical errors throughout.
 |

## Appendix 1

WWETB have requested QQI add 5N2985 Personal and Professional Development as an option instead of 5N1356 Work Experience or Work Placement for the following QQI CAS Major Award Standards.

5M2012 Business Studies

5M2468 Business Administration

5M1981 Creative Craft

5M5054 Interior Design

5M2067 Information Processing

5M2181 Applied Social Studies

## Appendix 2

**CVD19 – Work Experience Completion Status**

Please complete 1 form per class group.

|  |  |
| --- | --- |
| Centre/Programme |  |
| Target QQI Major Award |  |
| Required W.E. hours for Major Award |  |
| Local Course Name (if different) |  |
| Class Group Name (if required) |  |
| Teacher/Tutor/Coordinator Name |  |

|  |  |  |
| --- | --- | --- |
| Enter names alphabetically by Last Name | Completion Status (Complete, Not started, or number of hours | W.E. Supervisor’s Report Returned(Yes, No) |
| **First Name** | **Last Name** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Notes, Comments, Issues |
|  |

Please complete and return to …………………………………………….

Must be returned by (Date): ……………………………………………….