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UNIVERSITY OF WALES
Trinity Saint David

Certificate of Higher Education in Skills for the Workplace:

The aims of the Certificate in Skills for the Workplace are to:

- provide you with an opportunity to study for an award explicitly focussed towards future employability and career progression;
- introduce you to approaches, strategies and skills considered essential for employment within a generic context;
- enable you to become familiar with discussion and debate in the process and resolution of problems;
- develop your emotional intelligence and capacity to work effectively both autonomously and within a team;
- provide a range of learning experiences that are designed to assist students in the acquisition and application of knowledge;
- provide a variety of teaching approaches delivered in a supportive learning environment

How does the course work?

The programme is delivered in achievable "bite sized" units on a consecutive basis i.e. one module at a time, building on from each other.

Each module is worth either 10 or 20 credits and you will study a total of 120 credits.

What qualification will I get?

A Certificate of Higher Education which is a Level 4 university qualification equivalent to the first year of a full-time undergraduate degree awarded by the University of Wales Trinity Saint David.

Successful students can also achieve a Level 4 Certificate in Leadership and Management awarded by the Institute of Leadership and Management (ILM) as an additional award.

When does the course run?

Between February and November

When do I attend

The course starts in Llanelli on Saturday 9 February 2013 and Swansea on Sunday 10 February 2013. Each month you will need to attend on the second Saturday (Llanelli) OR the second Sunday (Swansea) plus one evening per week for the following three weeks.

Llanelli - Coleg Sir Gâr - Graig Campus

Saturday 9.00am – 1.00pm and 2.00pm – 5.00pm **and**
Tuesdays 6.00pm – 9.00pm.

Swansea - Swansea Metropolitan – Mount Pleasant Campus

Sundays 9.00am – 1.00pm and 2.00pm – 5.00pm **and**
Wednesdays 6.00pm – 9.00pm.

There are also 2 residential periods at the University's Lampeter campus to study the 20 credit Pathway Projects.

(1) Friday evening 12 April at 6.00pm – Sunday afternoon 14 April 2013.

(2) A further weekend in August (tbc)

What if I can't attend the Residentials?

An alternative guided work-related project based in your workplace can be arranged.

What skills will I develop?

The project-based curriculum is designed to integrate "soft skills" such as communication and team working with "harder" ones such as literacy, numeracy and the handling of data.

As a Level 4 certificate, you will study within a supportive environment and will be encouraged to interact with your fellow students from different disciplinary interests.

You'll become proficient in the use of:

- **Cognitive skills and brainpower** - analyse information, handle data and draw conclusions;
- **Generic Competencies** - team-working, communication skills and interpersonal sensitivity;
- **Personal capabilities** - self-awareness, self-critical, autonomous worker able to initiate and complete a designated activity;
- **Technical ability** - having an appropriate level of technical skills for specific employment including core skills such as literacy, numeracy and IT;
- **Business and organisation awareness** – an appreciation of how businesses operate and organisational systems
- **Practical application** – integration of theory and practice with the capacity to critically evaluate and review performance.

What are the modules?

(8 x 10 credits)		Assessment Type	%	Date
EMPL4002	Digital Literacy	Coursework assignment	100%	Feb 13
EMPL4001	Personal Development for Employment	Coursework assignment	100%	Mar 13
EMPL4003	Working in Teams	Coursework assignment	100%	May 13
EMPL4004	Communication Skills	Coursework assignment	100%	Jun 13
EMPL4005	Information, Data and Analysis	Coursework assignment	100%	Jul 13
EMPL4007	Employability	Coursework assignment	100%	Sep 13

EMPL4008	**Problem Solving**	**Coursework assignment**	**100%**	**Oct 13**
EMPL4009	**Project Planning**	**Coursework assignment**	**100%**	**Nov 13**
(2 x 20 credits)				
EMPL4006	**Pathway Project 1: Locally Rooted Globally Connected**	**Reflective submission**	**50%**	**Apr 13**
		Group Presentation	**50%**	**Apr 13**
EMPL4010	**Pathway Project 2: Skills for Self Employment**	**Group Presentation**	**50%**	**Aug 13**
		Reflective submission	**50%**	**Aug 13**

How will I be assessed?

Assessment will be at the end of each module based on your project. There are no examinations.

Each 10 credit module has a single coursework assignment for assessment, derived from the project activity undertaken during the weekend study day and then developed over the next three sessions

Each 20 credit module will have a group presentation (individually assessed) and a reflective written submission or presentation.

Coursework assignment: Can include a data analysis assignment, a piece of textual analysis, digital video presentation or a written report.

Group Presentation: Speaking in front of people, in a clear, structured and relevant manner is a vitally important employment skill.

Reflective Submission: This method of assessment will concentrate on your capacity to reflect upon group projects in a structured manner, analysing the strengths and weaknesses.

What qualifications do I need for the course?

Entry onto the programme is by individual merit.

Normally students under the age of 21 will have at least 1 A Level or BTEC National Diploma/Certificate or equivalent.

Mature Candidates – experience can often be taken into consideration in lieu of formal qualifications.

How do I apply?

You can download an application form from the University's website: www.tsd.ac.uk/

What are the course fees?

There are no fees to pay up-front. You will only have to pay when you are earning over £21,000 per year.

The Tuition fees for the course are £3,465 as well as the fee grant from the Welsh Government of £5,035.

Can I get financial help?

Yes, you'll get the University bursary of £1,000 and also you could be eligible for additional support from the Welsh Government. Please see our case studies or visit www.studentfinancewales.co.uk

How do I apply for funding?

You can complete an application form Student Finance Wales www.studentfinancewales.co.uk or contact your Local Authority's Student Finance Team.

What could I do afterwards?

You could use this qualification to make progress onto a relevant Foundation or Honours Degree Programme.

The University will be developing the *Foundation Degree (FDA) in Skills in Management for the Workplace for* academic year 2013/14 and you could be eligible to progress onto other programmes within the Faculty of Business at Swansea Metropolitan or across the wider University.

Interested?

Then contact Wendy Davies on 0300 005 1019 or email vacancies@tsd.ac.uk to discuss your options.