

(QQI) Level 6 Supervisory Management (6N4329)

Date	Time	Content
05/10/15	9.30am – 4.00pm	⇒ Induction ⇒ The Supervisor's Role & Responsibilities ⇒ Methods of Supervision ⇒ Tutorial (Assessment information).
12/10/15	9.30am – 4.00pm	⇒ Methods of Supervision (contd.) ⇒ Risk Management, Record-keeping ⇒ Staff Recruitment
19/10/15	9.30am – 4.00pm	⇒ Management Systems ⇒ Tutorial. ⇒ Budget preparation ⇒ Training of staff ⇒ Performance Management of staff ⇒ Tutorial.
02/11/15	9.30am – 4.00pm	⇒ Coaching Day
09/11/15	9.30am – 4.00pm	⇒ Learner Assessment – Skills Demonstration ⇒ Tutorial ⇒ Close

- The course will be delivered over a 5 day period by Jim Flynn of MTS Consulting.
- This FETAC award will be submitted and processed through MTS Consulting.

AIM:

To train learners to become competent supervisory managers in the workplace, and attain a national award.

LEARNING OUTCOMES:

On completion of this course participants will be able to:

- Summarise the role and responsibilities of a supervisory manager
- Evaluate modern supervisory practices and methods, with reference to various types of workplaces
- Secure records and information kept
- Describe the keys steps in staff recruitment

- Analyse the risks for which insurance cover is normal
- Draft procedures for communication, quality, recruitment, and supervision
- Devise a system for record-keeping in the workplace
- Prepare a departmental budget
- Train and assess staff
- Carry out staff performance appraisals

This course is suitable for those with a Level 5 Certificate, Leaving Certificate or equivalent qualifications and/or relevant life and work experience. Participants should be current or aspiring supervisors.

- ASSESSMENT consists of:

Skills Demonstration (60% of total marks) - on the final day candidates will be assessed in their handling of 4 typical supervisory functions, by means of a case study involving role play and a presentation. The range of skills for assessment will include planning, organisational skills, interview skills, and communications skills.

Portfolio/ Collection of Work (40%) – learners will be asked to submit this in written form. A brief will be provided to learners. The Portfolio should demonstrate a range of achievements and practices/activities undertaken by the learners, involving applying the skills and knowledge they learned through the course. The specific topics being assessed are:- the Roles & Functions of the Supervisor: Up-to-date standards of supervisory practices, Information and Record-keeping, Insurance and risk, Operational Systems, and Finance.

To be submitted as a written report within a number of weeks of course end.

Full guidance and support will be provided, and learners need to devote up to 100 hours personal time in assessment preparation.

For the FETAC Specification, see

http://public.fetac.ie/AwardsLibraryPdf/6N4329_AwardSpecifications_English.pdf

- Attendance is advised on each of the days as the course is designed to build on previous learning. This will also facilitate the fulfilment of the assessments required at the end of the course.
- **Cost: €650.00** – booking form and payment required in advance of course commencement. Fee is **non-refundable**
- Lunch will be provided each day – please inform us of any special dietary requirements prior to course commencement

Places will be allocated on a first come first served basis and early booking is recommended.

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