

(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

Aim

To train learners to become fully competent supervisory managers in the workplace, and attain a national award. To provide the skills, knowledge and mindset essential for getting the best performance from staff and supervising an operation effectively.

Learning Outcomes

On completion of this course participants will be able to:

- Understand the role and responsibilities of a supervisory manager
- Apply modern and effective supervisory methods
- Draw up procedures for communication, quality, recruitment, and supervision
- Assess common risks in the workplace

- Set up and keep secure records and information
- Prepare a departmental budget
- Describe the keys steps in staff recruitment
- Train staff and test their learning
- Carry out staff performance appraisal

Course Content

- ⇒ The Supervisor's Role & Responsibilities
- ⇒ Methods of Supervision
- ⇒ Risk Management; Record-keeping
- ⇒ Staff Recruitment
- ⇒ Management Systems
- ⇒ Budget preparation
- ⇒ Training of staff
- ⇒ Performance Management of staff

Who should apply?

People who are interested in becoming supervisors, or existing supervisors who wish to perfect their skills. Please ring (details below) to receive further information to help you evaluate your capacity to undertake this programme successfully.

Entry Requirements

Level 5 Certificate, Leaving Certificate or equivalent qualifications and/or relevant life and work experiences. A reasonable standard of spoken and written English is desirable. Relevant prior learning of any type may be taken into account. Our Learner Entry procedure applies.

Certification

QQI Level 6 Component Certificate (Google 'QQI 6N4329' to view the award Specification)

Participants wanting to obtain certification must undertake a significant amount of assessment work in their own time, but not a written examination. Full attendance is necessary, and it is the learner's responsibility to achieve the award.

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.

(Other QQI courses offered include Train the Trainer, Health & Safety Management, etc) QQI offers a defined awards progression route under the National Framework of Qualifications. This award may be combined to achieve a major award on completion of further study/programmes. It could also lead to career and / or job-search advantages.

Training methods

Short Power-point presentations, Group exercises, experiential role-play, case studies.
[Trainer with 20 years supervisory and management experience, 10 years as trainer/coach.]

Ethics

As a QQI registered provider St. Luke's Home Education Centre is committed to complying with all current legislation on equality and diversity.

- 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.

Enhancing our Caring by On-going Training