

Career Planning QQI Level 4 (4N1109)



NEW LINKS
TRAINING SOLUTIONS
Linking People, Ideas, Networks



QQI AWARD

This QQI Level 4 course is designed to equip participants with the confidence & skills needed to prepare themselves for mainstream employment. This practical career planning course will support course participants towards the achievement of their desired career goals and help them to secure work in their chosen sector. This course is aimed at individuals/job seekers who want to upskill in order to re-enter the jobs market, for individuals wanting to improve their employment prospects or for those who want to enhance their career planning skills.

Course Outcomes:

The following topics are completed in this Career Planning Course:

- CV preparation
- Writing a targeted cover letter for specific job applications
- Defining and overcoming barriers to employment
- Create a professional profile
- Carry out a Skills Audit
- Goal Setting/ Personal Planning
- Interview Preparation
- Using Social Media for Job Seeking
- Research Jobs Market
- Apply for live jobs

Course Outcomes

On completion of this course participants will be able to:

- Present a well-formed CV to potential employers
- Create a cover letter to accompany job applications
- Compile a focused professional profile
- Identify relevant aspects of career planning, including self-knowledge, career options, action planning, network building and active job seeking
- Outline achievable career objectives, including selecting the ideal job, choosing acceptable alternative employment options
- Identify short and medium-term goals
- Interpret job descriptions and successfully apply for a job
- Secure an interview by following set application guidelines
- Tailor their CV/Cover Letter to match the requirements of a role
- Identifying options for further education or training if required
- Practice a mock interview and gain useful feedback

On completion of a brief portfolio of work participants will receive a QQI level 4 certificate 4N1109