



QQI - Course Profile Sheet



COURSE TITLE: Personal and Professional Development		COURSE CODE: 6N1949
NQF Level: 6	Credit Value: 15	Category of Award: Minor
Course Duration:	5 days	
Entry Criteria:	To access this award the learner should have reached the standards of knowledge, skill and competence associated with level 5 of the National Framework of Qualifications. This may have been achieved through a formal qualification or through relevant life and work experience.	
<p>Course Outcomes: By the end of this training course you will:</p> <ol style="list-style-type: none"> 1. Define the meaning of personal and professional development and apply key principles in a work environment 2. Identify the personal and professional skills needed for effective participation in a VUCA work environment. 3. Complete a personal transferable skills inventory and identify opportunities for advancement. 4. Examine Covey's 7 circle of influence theory and link key areas of learning to one's own professional practice. Identify the 'big rocks' of time management. 5. Assess a range of problem-solving methodologies and apply these to a specific project or situation. 6. Navigate a sophisticated framework for problem-solving and decision making and use this model to solve an impending problem or crisis. Develop a contingency plan based on the conclusion of the problem-solving process. 7. Set personal or professional goals using a structured planning approach and a proven goal-setting model. 8. Explore the facets of change within an organisation e.g. the catalyst, change personalities, prevailing influences, organisational culture, and communications. 9. Define the difference between productive & unproductive conflict and demonstrate a mature and assertive conflict management response. 10. Define the features of a balanced scorecard and link the four elements of the scorecard to their own professional experience and to a specific project – compliance, customer, finance, development. 11. Identify strength and growth areas in relation to working with others in a team or collaborative situation. Practice giving and receiving constructive feedback. 12. Devise a personal stress management plan to ensure personal wellness and to promote the wellbeing of work colleagues and reports. 13. Engage in reflective practice and appreciate the importance of self-reflection and consulting with others in the workplace to promote ongoing growth and personal/professional development. 		
Assessment Format:	Portfolio / Collection of Work 50% Skills Demonstration 50%	
Progression Options:	Successful completion of this component award enables the learner to transfer to programmes leading to other certificates where this component is a mandatory or an elective requirement.	
Policy on Reasonable Accommodation:	If you as a learner are aware of any challenge that may prevent you from succeeding on this programme of learning please be aware that you may apply for 'reasonable accommodation' as part of our policy on Fair and Consistent assessment of learners Section 6:4. In most cases we are in a position to offer a reasonable accommodation remedy at no extra cost to the learner. In some instances, a fee may be applied. Applications for reasonable accommodations are examined on a case by case basis as	

	no two learning challenges are the same. In instances where a fee would need to be applied the learner would be notified in advance.
English Language Proficiency:	This course is delivered and assessed in English and is suited to learners with a language proficiency ranging from CEFR B2 – C2. If you are unsure about your level of language proficiency, we will provide a simple English language assessment for your convenience.
Additional Charges:	<p>We make every effort to ensure that all services associated with your course fall within the course fees as advertised. Other services that learners may need to avail of but fall outside of the course fees are:</p> <ul style="list-style-type: none"> • Late Submission/Extension fees - €60 • Resubmission of assessment for remarking €40 (1st Assignment) & €20 (all subsequent assignments). • Tutorials 75€ per hour. • Please see learner handbook page 40 for more information and exemptions.

For Further information on this course contact our office on 051 385720 or email Jim@newlinkstraining.com