

Guidance Document on Work Placement Modifications

Covid-19 contingency arrangements

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etb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
*Kilkenny and Carlow
Education and Training Board*

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Written by:	Amanda Butler
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Contents

1. Introduction.....	3
2. Completing work placements.....	4
3. Supporting documents	4
4. Modifications to Level 4 Programmes for Work Experience / Work Practice– Quality Team Approval.....	4
5. Modifications to Level 5 Programmes for Work Experience / Work practice – where Personal & Professional Development can be used – Quality Team Approval.....	5
6. Modifications to Level 6 Programmes where Personal & Professional Development (PPD) can be used – Quality Team Approval.	7
7. Modifications to Level 5 ‘ Specific Care’ Programmes – Personal & Professional Development or Work based Simulation or reduced Work Experience Hours - QAOS approval	8
8. Modifications to Level 5 Nursing/Healthcare Support Programmes – Work based Simulation and Reduced Work Experience Hours or Work based Simulation- QAOS approval	9
9. Modifications to Level 4/5 Horticulture/Culinary Programmes – Reduced Work Experience Hours in combination with Work Simulation or Work Simulation – QAOS Approval.....	10
10. Modifications to Level 4/5/6 Childcare Programmes – Reduced Work Experience Hours in combination with Work Simulation or Work Simulation – QAOS Approval	10
11. Quality Approval of proposals	11

1. Introduction

As a result of the Covid-19 pandemic, many learners have not been able to obtain work placements resulting in a potential shortfall in their awards for certification. This document outlines the procedures to be followed in relation to work placements and helps inform decision making in relation to work placements.

This has been agreed with QQI¹

Q:	What is the advice about work placements?
A:	<p>The COVID restrictions may mean that employers in some sectors are closed or are unable to accommodate work placements. For a number of QQI CAS awards, temporary modifications have been made to the award structure to enable learners to complete an alternative component. The list of awards is available here.</p> <p>In some vocational disciplines, e.g. healthcare and childcare, work placement in a relevant setting is important for the achievement of learning outcomes and, in some cases, is a regulatory requirement. However, as a force majeure measure, QQI has determined that providers of programmes leading to QQI awards in these vocational areas will be permitted to modify programmes and assessments with specific work placement requirements to support the achievement of learning outcomes via placements of reduced duration or alternative means (e.g. such as simulation, alternative assessments etc.). This flexibility must be subject to appropriate internal quality assurance and approved by the relevant internal QA governance structures. In the case of QQI awards in early learning and care, this approach has also been agreed by the relevant regulatory bodies, the Department of Education and the Department of Children, Equality, Disability, Integration and Youth.</p> <p>Where placement is a necessary requirement for professional qualification, e.g. teaching, nursing etc, queries should be directed to the relevant regulator. In some cases, it may be necessary to postpone work placements.</p> <p>If you are a provider and you have questions about programme delivery and assessment, contact qqiqa@qqi.ie</p>

¹ [COVID-19 Resources \(qqi.ie\)](https://www.qqi.ie/COVID-19-Resources) Link valid 1st February 2021

2. Completing work placements

- 2.1. **Work placement is possible:** In the interests of clarity, where learners are put forward for certification for Work Experience/Work Practice must complete work placements which are vocationally relevant to their KCETB programme and QQI award.
- 2.2. **Work placement is not possible:** Where a learner is not in a position to complete Work Experience/Work Placement on the indicated Level 4 and Level 5 programmes, temporary alternatives have been provided. Some alternatives can be:
- approved under QA governance – Quality Team
 - approved under KCETB level governance. – QAOS

3. Supporting documents

In order to submit an application to modify a programme, the following are available on the QA portal and must be completed:

Form	Used for
The Programme modification request form	All Awards
WP1	5M2768 Animal Care; 5M4468 Community Health Services; 5M2786 Community Care; 5M3782 Health Service Skills; 5M4732 Youth Work
WP2	5M4339 Healthcare Support; 5M4349 Nursing Studies;
WP3	4M2805 Catering Support, 5M2586 Horticulture, 5M2088 Professional Cookery
WP4	4M2014; Early Childhood Education & Care Support; 5M2009 Early Childhood Care & Education; 6M2007 Early Childhood Care & Education

4. Modifications to Level 4 Programmes for Work Experience / Work Practice– Quality Team Approval

The KCETB Level 4 Programmes leading to the QQI awards listed below have been amended (where delivered) to provide for a new 15 credit module Career Preparation & Planning (CPP) as an alternative to 4N1168 Work Experience/4N1170 Work Practice. All centres delivering these programmes now have this option. There is a new programme module descriptor which provides for additional learning outcomes and assessment so that the module meets a higher credit value for certification purposes available at QA portal.

NFQ Level	Award Code	Award Title
4	4M0855	ICT Skills
4	4M1998	Retail Skills
4	4M2010	General Learning
4	4M2015	Hotel Front Office
4	4M2070	Office Skills
4	4M2063	Culinary Skills
4	4M2895	Engineering skills
4	4M4966	Sports & Recreation

5. Modifications to Level 5 Programmes for Work Experience / Work practice – where Personal & Professional Development can be used – Quality Team Approval

KCETB Programmes leading to the following QQI awards have been amended to provide for 5N2985 Personal and Professional Development to be an alternative to 5N1356 Work Experience/ 5N1433 Work Practice. All centres delivering these programmes now have this option:

NFQ Level	Award Code	Award Title
5	5M0536	Computer Systems & Networks
5	5M0828	eBusiness
5	5M18518	Media Production
5	5M18519	Film & Television Production
5	5M1940	Computer Aided Design/Draughting
5	5M1984	Art, Craft & Design
5	5M1995	Graphic Design
5	5M2011	Music
5	5M2012	Furniture Design & Making
5	5M0529	Software Development
5	5M1981	Creative Craft
5	5M1985	Art

5	5M1997	Office Administration
5	5M2061	Engineering Technology
5	5M2067	Information Processing
5	5M2069	Marketing
5	5M2071	Contact Centre Operations
5	5M2073	Language & European Studies
5	5M2083	Hospitality Operations
5	5M2094	Photography
5	5M2102	Business Studies
5	5M2105	Retail Practice
5	5M2109	Security Systems Technology
5	5M2110	Security Studies
5	5M2111	International Trade
5	5M2145	Motor Technology
5	5M2146	Multimedia Production
5	5M2149	Sound Production
5	5M2154	Cultural & Heritage Studies
5	5M2181	Applied Social Studies
5	5M2208	Design
5	5M2464	Journalism
5	5M2468	Business Administration
5	5M2686	Floristry
5	5M2767	Logistics & Distribution
5	5M3050	Community Development
5	5M3114	General Studies
5	5M3351	Hairdressing
5	5M3371	Horsemanship
5	5M3471	Beauty Therapy
5	5M3789	Legal Studies

5	5M3807	Laboratory Techniques
5	5M3865	Fashion Design
5	5M4511	Radio Production
5	5M4572	Dance
5	5M5010	Construction Technology
5	5M5011	Tourism with Business
5	5M5028	Applied Ecology
5	5M5048	Creative Media
5	5M5054	Interior Design
5	5M5146	Sports, Recreation & Exercise
5	5M5148	Outdoor Sports & Recreation
5	5M5151	Performing Arts
5	5M5152	Theatre Production
5	5M5163	Theatre Performance
5	5M5265	Make-up Artistry
5	5M5267	Food Science

6. Modifications to Level 6 Programmes where Personal & Professional Development (PPD) can be used – Quality Team Approval.

6.1. KCETB Programmes leading to the following QQI awards have been amended to provide for 6N1949 Personal and Professional Development to be **an alternative** to 6N1946 Work Experience/6N1947 Work Practice. All centres delivering these programmes now have this option:

NFQ Level	Award Code	Award Title
6	6M3505	Horsemanship
6	6M3507	Equine Breeding
6	6M18534	Film & Television Production

6.2. KCETB Programmes leading to the following QQI awards have been amended to provide for 6N1949 Personal and Professional Development module to be an alternative to 6N1946 Work Experience/6N1947 Work Practice. All centres delivering these programmes now have this option. **There is a module combination restriction in force, which means that a learner cannot be put forward for QQI certification for both Personal and Professional Development and Work Experience/Work Practice:**

NFQ Level	Award Code	Award Title
6	6M20595	Dance
6	6M2230	Furniture Design & Making
6	6M3479	Beauty Therapy
6	6M5127	Interior Design
6	6M5128	Classical Acting
6	6M4029	Art

7. Modifications to Level 5 ' Specific Care' Programmes – Personal & Professional Development or Work based Simulation or reduced Work Experience Hours - QAOS approval

For the following listed KCETB programmes from which courses have been devised, centres must apply through the QA team on a course-by-course basis for one of the following alternatives to Work Experience/Work Placement:

1. Personal and Professional Development 5N2985 inserted in place of Work Experience 5N1356 **in limited cases** discussion with QA required.
2. Combination of External Work Placement and Work Simulation -Reduction in the expected hours of external work placement and develop the practice skills across the course
3. Work Simulation in place of External Work Placement - Carry out work placement in a simulated environment

A Practice Skills Development Plan must be devised in support of the alternative to work experience request. This Plan must set out how the relevant practice skills will be developed across the programme without meeting the usual work placement requirements in the Work Experience/Work Practice module. The application form is available on the QA portal.

NFQ Level	Award Code	Award Title
5	5M2768	Animal Care
5	5M4468	Community Health Services
5	5M2786	Community Care
5	5M3782	Health Service Skills
5	5M4732	Youth Work

8. Modifications to Level 5 Nursing/Healthcare Support Programmes – Work based Simulation and Reduced Work Experience Hours or Work based Simulation- QAOS approval

For the following listed KCETB programmes from which courses have been devised, centres must apply through the QA team on a course-by-course basis for one of the following alternatives to Work Experience/Work Placement:

1. Combination of External Work Placement and Work Simulation -Reduction in the expected hours of external work placement and develop the practice skills across the course
2. Work Simulation in place of External Work Placement - Carry out work placement in a simulated environment

A Practice Skills Development Plan must be devised in support of the alternative to work experience request. This Plan must set out how the relevant practice skills will be developed across the programme without meeting the usual work placement requirements in the Work Experience/Work Practice module. The application form is available on the QA portal.

NFQ Level	Award Code	Award Title
5	5M4339	Healthcare Support
5	5M4349	Nursing Studies

9. Modifications to Level 4/5 Horticulture/Culinary Programmes – Reduced Work Experience Hours in combination with Work Simulation or Work Simulation – QAOS Approval

For the following listed KCETB programmes from which courses have been devised, centres must apply through the QA team on a course-by-course basis for one of the following alternatives to Work Experience/Work Placement:

1. Combination of External Work Placement and Work Simulation -Reduction in the expected hours of external work placement and develop the practice skills across the course
2. Work Simulation in place of External Work Placement - Carry out work placement in a simulated environment

A Practice Skills Development Plan must be devised in support of the alternative to work experience request. This Plan must set out how the relevant practice skills will be developed across the programme without meeting the usual work placement requirements in the Work Experience/Work Practice module.

NFQ Level	Award Code	Award Title
4	4M2805	Catering Support
5	5M2088	Professional Cookery
5	5M2586	Horticulture

10. Modifications to Level 4/5/6 Childcare Programmes – Reduced Work Experience Hours in combination with Work Simulation or Work Simulation – QAOS Approval

For the following listed KCETB programmes from which courses have been devised, centres must apply through the QA team on a course-by-course basis for one of the following alternatives to Work Experience/Work Placement:

1. Combination of External Work Placement and Work Simulation -Reduction in the expected hours of external work placement and develop the practice skills across the course
2. Work Simulation in place of External Work Placement - Carry out work placement in a simulated environment

A Practice Skills Development Plan must be devised in support of the alternative to work experience request. This Plan must set out how the relevant practice skills will be developed

across the programme without meeting the usual work placement requirements in the Work Experience/Work Practice module.

NFQ Level	Award Code	Award Title
4	4M2014	Early Childhood Education and Care Support
5	5M2009	Early Childhood Care and Education (ECCE)
6	6M2007	Early Childhood Care and Education (ECCE)

11. Quality Approval of proposals

The following approval process will be implemented through the QA department:

