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CERTIFICATE IN SUPPORTED EMPLOYMENT

The Certificate in Supported Employment (12 weeks) is a highly regarded professional qualification (QQI, level 7) for those working in the sector, for instance, those that are implementing Ability funded programmes.

Through a series of four interactive workshops and user-friendly online resources, practitioners practice and hone their skills to implement each stage of the SE model to the highest standard. The workshop facilitators are vastly experienced and create a constructive and supportive environment so that participants leave more confident and with clear guidance on how to succeed in facilitating job seekers to gain and maintain real work.

DURATION

The duration of the course is 12 weeks of flexible study so applicants do need to be in a position to support a job seeker in gaining or maintaining employment.

ASSESSMENT

The assessments are applied. Participants have to submit a case study detailing how they supported an individual seeking employment as well as critically reflecting upon their practice to continually develop as a professional in this competitive and dynamic sector.



FEEDBACK FROM PAST GRADUATES



[Watch this video](#) to hear insights from previous students who earned the Certificate in Supported Employment with the OTC.

PODCASTS

Listen to the following two podcasts to find out more about the Certificate in Supported Employment with the OTC.

1. [Engaging the employer](#)
2. [Meeting the employer](#)

Workshop Location:

Marino Institute of Education, Griffith Avenue, Dublin 9. Tel: 01-8057760

CSE COURSE SCHEDULES

Schedule 1:

Next Commencement: 10th February 2020

Application deadline: One week in advance of course commencement

Delivery Dates:

Workshops Module 1: 2-Day Workshop on consecutive days (Monday and Tuesday);
9:00am - 4:30pm

Workshops Module 2: 2-Day Workshop on consecutive days (Monday and Tuesday);
9:30am - 4:30pm

Assignment Submission date: 12 weeks after commencement of course

Schedule 2:

Commencement: Autumn 2020

Application deadline: One week in advance of course commencement

Delivery Dates:

Workshops Module 1: 2-Day Workshop on consecutive days (Monday and Tuesday);
9:00am - 4:30pm

Workshops Module 2: 2-Day Workshop on consecutive days (Monday and Tuesday);
9:30am - 4:30pm

Assignment Submission date: 12 weeks after commencement of course

Qualification:

Successful participants will receive a Certificate in Supported Employment (QQI) at the graduation ceremony in November. The certificate is a QQI approved HET Level 7 Special Purpose Award (20 credits).

COST:

€995*

*A fees instalment plan is available for those who are self funding the course: fees are payable in two parts. 50% paid in advance of the course upon application and 50% paid about 8 weeks after commencement of the course before submission of your final assignment.

Application Process:

Students are asked to apply for the course using our online [Application Centre](#). You will choose the 'Apply for 2019-20 CPD Short courses' green button on the right hand side of that page. Please be advised that there is a 15 minute time limit for step 1 below. Essentially, you need to:

Step 1: Choose 'CPD Courses' and then the Cert in Supported Employment start date course eg. 10.02.20*. Input personal details into our system, print off some forms (or use the attached templates), and proceed to pay the fee unless you are being funded in which case you do not pay the fee but email the OTC to request an invoice. Upon completion of step 1 the system will supply you with a user ID and password that will allow for further login to complete step 2.

Please note a minimum number of 12 participants is required to run the course effectively, so please let us know now if you wish to be included and you may apply later within the deadline date.

*If no course date has been confirmed, please register your interest in applying for the next date by Following Step 1 but simply entering your personal details into our system.

Before applying to any blended learning course on offer from the OTC, please check this handy ['Online Learner Guide'](#) to confirm that you are comfortable with the use of computers/software, and whether or not you may need to engage with our eLearning team and avail of eLearning supports.

Online Module: I.T. preparation course prior to actual course of study

Because of the online component of the course, applicants also undertake a very short 'Online Module' before the main course begins, in order to increase your confidence in knowing what online tools you will be using during the course. This will involve:

- a number of online tasks that you will undertake with your online tutor
- It will take a number of hours in your own time spread over a week
- It will follow a very specific set of step-by-step instructions that will allow you to complete the online tasks with ease and be fully prepared for the online aspect of the actual course
- The average time spent on the tasks is usually 3-4 hours spread over a number of sessions during the week.

Further course details will be emailed to you by the College should you decide to apply or register your interest.

Should you have any queries in relation to this, please contact **Conor**:

Email: cmurray@opentrainingcollege.com /Tel: (01) 2990580