



QQI AWARD

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5N0690



15 Credits

# Communications (Childcare)

## Level 5

### What is Communications?

Communications Childcare is an optional module. This relevant communications course will support you to gain important skills required to communicate effectively in a professional work environment. You will learn vital verbal and non-verbal communication skills, active listening skills, formal writing, editing and proof reading skills. A specific focus will be placed on the area of professional early learning and care and childcare and associated appropriate communication skills necessary to meet the needs of children, parents, staff and all other stakeholders. You will also be equipped with knowledge regarding legislation and best practice to include health, safety and welfare at work, data protection and child care legislation. This module can also form part of the following major award:

- Level 5 Early Childhood Care and Education 5M2009

### Who should do this module?

This module is suitable for anyone who would like to begin a rewarding career in the childcare sector. It is also suitable for those who may work in the sector currently and would like the opportunity to improve their communication skills.

*This module will provide you with the skills needed to become an effective communicator in your professional and personal life. Communicate verbally and non-verbally in standard everyday tasks and in work-related tasks, operating independently while under general direction in a healthcare setting.*



### Programme Contents

- Issues with Communication and ICT
- Workplace Legislation
- Non-verbal and Visual Communication
- Formal Communications
- Listening Skills
- Reading Techniques
- Critiquing Complex Written Material
- Research
- Writing Skills - Grammar
- Writing Skills - The tone of your written communication letters and email
- Communication Styles and Techniques
- Communications Technology

## Contact us



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### Course Delivery - You have 3 options;

#### Self-Paced - You can start today

- Enjoy one to one Trainer support through Zoom, choose whether to have your learner pack posted to your home - (€25 optional if opting for the printed pack). 3 x 30 minute check-in / progress sessions with your trainer.

#### Blended - Learn with a group online

- Each module is delivered over 7 weeks through a blend of hour long online self directed learning and live Zoom sessions. Your learner pack is posted to your home.

#### Classroom - Traditional location-based training

- Have the course run at your organisation, book a local training room or attend one of our public courses. Each module is delivered in 3 hour sessions over a period of 7/8 weeks. We can tailor the sessions to your organisational requirements.

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#### Entry Requirements

Applicants who hold a Level 4 Certificate, Leaving Certificate (or equivalent) or who have relevant life experience are eligible to apply for this module. Please provide details and attach a copy of CV or Certificate. Learners must reside or be based in Ireland.

#### Assessment and Certification

Communications Childcare is accessed through the submission of a portfolio/collection of work and a skills demonstration. Upon successful completion, this module leads to a level 5 minor award on the National Framework of Qualifications.

#### Career and Progression Opportunities

The successful completion of this module as part of a major award will allow Learners to pursue a career in the childcare sector. Learners who successfully complete this module may use their credits towards completing a higher level of study in the areas of Early Childhood Care and Education. If completed as part of a major award, Learners can use the Certificate as the basis for entry into selected courses in Third Level Colleges and Universities.



# Interested?

## Feel free to call or e-mail us!

 **044 934 9400**

 **hello@forustraining.ie**

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