

wexford



local development

Forbairt Áitiúil Loch Garman

SICAP Education and Training Team



Supports available at Wexford Local Development

from the Education & Training Team

Find out about the personal development, training, career and job supports that are available for you.

**this booklet
will answer...**

6 questions

- 1** Is this programme for me?
- 2** What can I expect?
- 3** How does it work?
- 4** What will be expected of me?
- 5** What do I need to know before signing up?
- 6** What happens when it's finished?

about

8 programmes

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- 2** STEPS to Personal and Economic Success
- 3** Everyday Internet Skills
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Programme

1

**Wexford
Connect**



Is this
programme for
me?

Wexford Connect is for anyone who is experiencing feelings of isolation and loneliness, particularly those who are not linked with any other service or support network.

What can I
expect?

- Friendly conversation and connection with other people
- To be encouraged to prioritise self-care
- To enjoy a relaxed space
- To learn more about other local services and opportunities

Wexford Connect

How does it work?

This programme will be in-person in small groups, or blended if necessary. It is generally 2 hours once per week over 6 weeks. Through arts, culture and conversation you will have an opportunity to learn more about supports and services in your area.



What will be expected of me?

To engage and attend the programme with an open mind. There are no written assignments but you will be encouraged to join in on the discussion and activity.

Wexford Connect

What do you need to know before you sign up?

We will need to check your eligibility and complete a registration form with you beforehand.



What happens next?

You will be given information about our other services, and you can decide if you would like to sign up to them.

Is this programme for me?

The STEPS Programme is designed to help people who:



- Are feeling stuck
- Are struggling with low confidence
- Have mixed feelings about their experience of education so far
- Are unsure of their next steps

Programme

2

STEPS
to Personal
and
Economic
Success

What can I expect from it?

The STEPS Programme will help you to:

- Tackle negative, unhelpful thinking
- Take a fresh look at your life
- Increase your motivation
- Challenge your comfort zones
- Set achievable goals
- Give you the tools to make positive change happen

All in a relaxed, safe and fun environment.

STEPS

How does it work?

The programme is totally flexible and may vary, but generally it runs for 3 full days plus 1 half day follow-up session 3 – 4 weeks later.

What will be expected of me?

- You will need to be able to commit to attending the full programme
- You will be invited to join a Whatsapp group of your fellow participants before the course begins
- Keep an open mind!



STEPS

What do you need to know before you sign up?

We will need to check your eligibility and complete a registration form with you beforehand.

You will be asked for your consent to share your contact details with the STEPS facilitator.



What happens next?

You will be given information about our other services, and you can decide if you would like to sign up to them.

Is this programme for me?

This programme is a pre basic skills course.



It is for people who have struggled with getting or staying connected with the outside world via the internet.

Programme

3

Everyday
Internet
Skills

What can I expect?

- To learn more about how to use your smart phone, tablet or laptop to your best advantage
- To be given an understanding of the basics of internet technology
- To be able to use the web for everyday life tasks, such as taxing your car, online banking, navigating government services or safe online shopping
- To set up and use email
- Learn how to use apps such as Zoom and WhatsApp

Everyday Internet Skills

How does it work?

The courses will be 3 sessions of 3 hours each over 3 weeks.

They will be delivered in-person.



What will be expected of me?

You will be asked what it is you would like included in the sessions and these suggestions will be incorporated.

Everyday Internet Skills



What do you need to know before you sign up?

We will need to check your eligibility and complete a registration form with you beforehand.

We will need to know if you use a laptop, tablet or smartphone or if you will need to borrow it from us.

What happens next?

You will be given information about our other services and you can decide if you would like to sign up to them.

Is this programme for me?

3SP is for you if you are aged 16-24, have left school and currently have no clear plans about what you are going to do next.



Programme

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3SP

What can I expect?

To be offered opportunities for personal development, confidence building, life skills and goal setting.

To be given access to practical training, such as Manual Handling, Safe Pass, Computer Skills and Driver Theory Preparation training.

You will be assisted with your next steps, for example to further education, training or employment.

3SP Programme

How does it work?

There are 6 workshops in 3SP, which are generally delivered one three hour session per week. Times can vary.



What will be expected of me?

3SP workshops are ‘conversational’, so there are no written assignments or tasks but you will be encouraged to join in on discussions and share your thoughts and opinions.

You will be asked to commit to the full programme.

3SP Programme

What do I need to know before I sign up?

We will need to check your eligibility and complete a registration form with you beforehand.

If you're aged 16 – 18 we will need to gain consent of your parent/guardian.

What happens next?

The final 3SP workshop relates to Goal Setting and encourages participants to think about their next steps and link with their Client Support Officer for support with this.

You will be given information about our other services and you can decide if you would like to sign up to them.



Is this programme for me?

The Career Discovery Programme is suitable for people that are working towards their first career, or those that are contemplating a career change.

What can I expect?

To be given the opportunity to explore career options and prepare a career action plan.

To be supported to complete self assessments and prepare for your next career steps.

To support you to find the right career path for you.

Programme

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Career
Discovery



Career Discovery

How is it delivered?

The workshop is delivered to a maximum of 8 participants over 4 sessions.



What will be expected of me?

To be open to identifying your own unique skills, strengths and interests.

You will need an active email address.

You will need a good level of literacy, English and basic IT skills.

To get the full benefit of the programme, full attendance is required.

Career Discovery

What do you need to know before you sign up?

- We will need to check your eligibility and complete a registration form with you beforehand.
- You may be asked to complete a Client Profile questionnaire before you start, support with this is available upon request.



What happens next?

Upon completion of the Career Discovery Programme, you will be given information on other training and programmes available to you to help you to implement your new career plan.

Is this programme for me?

This programme is for people who would like to gain a deeper understanding of their responsibilities as an employee and the duties of the employer.

Programme

6

WORK RIGHT

Your guide to navigating the workplace



What can I expect?

To explore my personal responsibilities and understanding of work place rules, work etiquette, personal effectiveness and assertiveness.

A brief overview of the rights and entitlements of an employee in Ireland.

To be given information on services that are accessible to employees.

To explore the incentives of moving from social welfare to work.

Work Right

Your guide to navigating the workplace

How is it delivered?

The workshop will be delivered over 4 sessions.



What will be expected of me?

To engage in group discussion.

To be aware that information shared during the workshop is current at the time of delivery, but that employment legislation can and does change.

To get the full benefit of the programme, your commitment to full attendance is required.

Work Right

Your guide to navigating the workplace

What do you need to know before you sign up?

- We will need to check your eligibility and complete a registration form with you beforehand.



What happens next?

Upon completion of this programme, you will be given information on other training and programmes available to you.

Is this programme for me?

Jobskills is for anyone seeking employment who would like to:

- Get tailored advice and guidance on their CV
- Improve their interview skills



It is not for anyone who hasn't yet chosen a career path and needs support with career guidance.

What can I expect?

You will be given the opportunity to evaluate your skills, qualities, strengths and weaknesses.

It covers CV preparation, interview skills, and interview technique and presentation.

You will participate in a recorded mock interview at an arranged time that suits you.

The recording of the mock interview will be played back to you and you will receive constructive, individualised feedback and advice to help improve your interview performance.

Programme

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Jobskills

Jobskills

How does it work?

This workshop is delivered in person, to a maximum of 8 – 10 participants in total for clients who are seeking employment.

It takes place in a small group setting, except when interview work is with the individual.

What will be expected of me?

You will need to have a career path in mind and be ready to seek employment.

You will need to be able to commit to the full programme.



Jobskills

What do I need to know before signing up?

CONTENT

1. Introductions, Strengths, Qualities and Weaknesses, Curriculum Vitae's, Job Descriptions and Letter Writing, in-depth look at Job Descriptions and how to tailor your CV to match requirements
2. Body Language and interview questions, Explanation of CAR Technique for answers to Behavioural/Competency questions
3. Interview questions that you can be asked, and what questions to ask. Practice answering questions using CAR method
4. Mock Interview – approx. 15 minutes
5. Video playback of mock interview & one-to-one feedback
6. Goal Setting, coping with job rejections, evaluation and next steps

What happens next?

The workshop concludes with discussion around resilience, dealing with setbacks and how we can help and next step goal setting. You may also identify further training that you'd like to engage in. You will be given information about the training we have available, and you can decide if you'd like to sign up and you will be supported as you search for employment.



Is this programme for me?

We offer a range of workplace training to people who are looking to upskill and gain a qualification which helps them to secure a job.

You can benefit from SICAP training if you:

- Are unemployed
- Belong to the Traveller or Roma community
- Are a one-parent family
- Have a disability
- Live in an area that is less well off
- Are a migrant, refugee or asylum seeker
- Your family is living on a low income
- Are a young person looking for a job or training

Programme

8

Workplace
Training



What can I expect?

- To increase your chance of getting a job
- To boost confidence
- To upskill
- To learn core life skills
- In many cases, you can expect to gain an accredited qualification, for example Safepass, Manual Handling, or QQI Level 5.

WORKPLACE TRAINING

How is it delivered?

This will vary from course to course, but you will be given clear information about this. In general there are 3 types of training:

1. Self Directed Learning

Choose this if:

- You can work independently with minimum direction
- You can manage Leaving Cert standard and/or have life experience in the area.
- You can meet deadlines and compile paperwork
- These will usually be online, so you will need IT skills.

2. Tutor Led Learning

Choose this if:

- You will need a little support and will keep in contact with the Tutor and your Client Support Officer over the length of the course
- This training can be QQI or non accredited, online or blended

3. Tutor Led training face to face

Choose this if:

- You prefer classroom based training
- You will need support from the Tutor and from your Client Support Officer to help you to complete the training process



What will be expected of me?

This varies from course to course, but will also be clearly outlined to you by your Client Support Officer.

You will need to be able to commit to the full programme.

You may need access to a device, wifi and some familiarity with Zoom (help can be provided with this).

WORKPLACE TRAINING

What do I need to know before signing up?

We will need to check your eligibility and complete a registration form with you beforehand.

We will need to know if you use a laptop, tablet or smartphone or if you will need to borrow it from us.

We will need to know if you will need extra support with literacy

We will be in touch before the course starts to confirm your attendance.



What happens next?

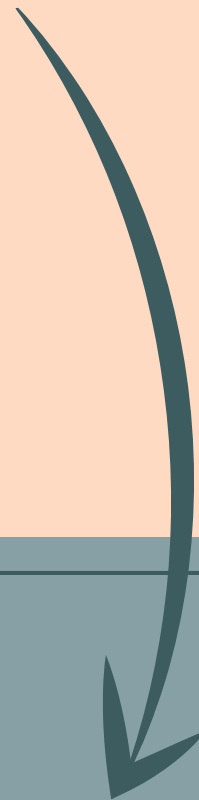
You will be contacted by your Client Support Officer and you will be given information about other training we have available, and you can decide if you'd like to sign up.

More Training Information

ASK YOUR CASE
WORKER TO INSERT THE
LEAFLET OF THE
TRAINING COURSE YOU
ARE INTERESTED IN
HERE.

Consider the questions on the
back of the leaflet in your own
time, and get back to us when
you have made a decision.

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Wexford**

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**Gorey
Clonattin Corner
Coach Road
Gorey
Co. Wexford**

053 9155852



**Enniscorthy
Mill Park Road
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**New Ross
Priory Quay
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Co. Wexford**

053 9155885

The Social Inclusion and Community Activation Programme (SICAP) 2018-2023 is co-funded by the Government of Ireland, through the Department of Rural and Community Development, and the European Union.



Cómhaoine ag an
Aontas Eorpach
Co-funded by the
European Union



Rialtas na hÉireann
Government of Ireland

