

national collective of  
**community based  
women's  
networks**



# NCCWN PEIL PROGRAMME PACK



# CONTENTS

|                                                    | Page No |
|----------------------------------------------------|---------|
| 1. Introduction                                    | 3       |
| 2. NCCWN PEIL Programme Staffing                   | 5       |
| 3. NCCWN PEIL Participant recruitment              | 7       |
| 4. NCCWN PEIL Tutor/facilitator/mentor recruitment | 8       |
| 5. NCCWN PEIL Programme requirements               | 29      |
| 6. NCCWN PEIL Programme induction and start up     | 39      |
| 7. NCCWN PEIL Programme monitoring & reporting     | 40      |

# 1. INTRODUCTION

NCCWN will deliver the Programme for Employability, Inclusion and Lifelong Learning (PEIL) NCCWN STEPS Programme over the next three years. NCCWN is delivering this programme through 10 of its local NCCWN Women's Projects located in urban and rural areas of disadvantage:

Lucan/Balgaddy

Tallaght

Donegal

North Clondalkin

South Kerry

Dun Laoghaire/Rathdown

Limerick

North Leitrim

Mullingar

Monaghan

NCCWN **STEPS to Employment for Women programme**: including skills, training, equality, participation and supports. The 'Women's Skills for Employment and Civic Engagement Programme' will work with women who are currently distant from the labour market progressing them through a series of 'steps' which will ultimately increase their employment prospects and foster women's development and engagement in civil society through increased/improved skills and confidence levels as well as working with women on an individual level to develop a personalised, targeted 'Career Path and Personal Action Plan'.

## Steps:

- **Identification and Engagement**
- **Pre-Development:** personal development and capacity building element
- **Participation:** foster women's development and engagement in civil society. Life skills
- **Training:** gain workplace transferable skills accredited and non-accredited
- **Progression Pathways:** Direction/Guidance/Planning
- **Supports**

The programme will include self-development and diverse workplace skills.

## Guidelines for Social Media when posting about NCCWN STEPS for Women Programme 2020 – 2022

All post must have the following Hashtags for Facebook, Instagram & Twitter

**#NCCWN #STEPS #ESF #EUinmyRegion #CoFunding #CohesionPolicy**

Always tag the following pages on Facebook:

**@National Collective of Community Based Women's Networks**  
**@Department of Justice and Equality**  
**@ESF\_Ireland**

Tag the following pages on Twitter:

[@NCCWN](#)  
[@DeptJusticeIRL](#)  
[@ESF\\_Ireland](#)

Tag on Instagram:

**@deptjusticeireland**

Note: You **cannot** copy and paste this information as it will not tag or activate hashtags. All hashtags must be inserted manually. Ensure you like all the above pages on all of their social media platforms so when you tag their page it will pop up.

If you need any clarification please contact Sinead Mahon on 0862001402 or e-mail [sineadncccwn@gmail.com](mailto:sineadncccwn@gmail.com)



## **2. NCCWN PEIL PROGRAMME STAFFING**

### **Outline of PEIL Staffing Requirements**

- There are 7 hours per week over a 20 week period each year for 3 years, allocated for staff working on NCCWN STEPS Programme under the EU Funded PEIL Funding Strand. The delivery of the programme will run over 14 weeks.
- The rate of pay is EO-7 €41,956.00 (pro-rata) in line with NCCWN Salary Scales. The hourly equivalent on this scale is €23.05 per hour.
- All staff hours will be paid through NCCWN monthly central payroll.
- A separate weekly timesheet is required to be completed and signed by both employee and line manager.
- No salary payments will be made unless a completed signed timesheet is received by the National Financial Coordinator
- Signed Timesheets must be emailed to Financial Coordinator no later than the 20<sup>th</sup> of each month in order for salary payments to be made (Weekly Timesheet attached to this document as appendix)
- PEIL hours will be highlighted separately on your monthly payslip.

### **Secondment to PEIL Programme**

- Attached below is a sample of secondment letter that will be forwarded to all employees on an individual basis.

national collective of  
**community based  
women's  
networks**



**Unit B2, Block B, Bawnogue Action &  
Enterprise Centre, Bawnogue Road,  
Clondalkin,  
Dublin 22.**

**Tel: 085-131 2983, email:  
nccwn@eircom.net**

Dear .....

This letter is confirmation that you ..... a current employee of NCCWN –  
branch..... has been seconded in the role as .....to work on a designated women's  
programme, STEPS designed by NCCWN and funded by the Department of Justice & Equality  
EU Strand.

This programme will require of you to work ..... hours per week over a 20 week period across  
a 3 year duration 3<sup>rd</sup> October 2019 until 30<sup>th</sup> September 2022.

The rate of payment within this role will be €41,956.00 EO-7 (pro rata), in line with NCCWN  
Salary Scales. This equates to €23.05 per hour.

Signed:

\_\_\_\_\_  
Ann Fitzgerald  
Chairperson

Date: \_\_\_\_\_

Signed:

\_\_\_\_\_  
.....  
NCCWN Employee

Date: \_\_\_\_\_

### **3. NCCWN PEIL PARTICIPANT RECRUITMENT**

#### **Standard Poster/Advertisement for programme**

- Standard Poster – Attached as an appendix

#### **Evidence of Open Days/Information Events /One-One Participant Recruitment Sessions**

- Documentation evidence of where you advertised your programme to be held on file.
- List of where you advertised your programme to be emailed to the national staff, Sharon & Laura
- Ensure you retain evidence of one to one sessions with prospective participants on file.
- Retain evidence of participant eligibility for the programme on file.

#### **Sign – In Sheet for Open Days/Information Events**

- Standard Sign-In Sheet for Open Days/Information Events attached as an appendix

#### **Department of Justice EU Funds – Logo's**

- Department of Justice & EU Funds required logo's to be placed on all documentation relating to the PEIL (STEPS) Programme. See below the required logo's sent from DJE



## **4. NCCWN PEIL TUTOR/FACILITATOR/MENTOR RECRUITMENT**

- Standard Advertisement & Criteria for Tutor/Facilitator and Mentor Panels attached below
- Standard Application Forms for Tutor/Facilitator and Mentor Panels attached below.

### **Procedures for Recruitment of Tutor/Facilitator & Mentor Panels**

- Advertisement for both panels to take place at a local level
- Once local projects receive completed application forms for both Tutor/Facilitator and Mentor Panels they are to be emailed to national staff to complete criteria assessment.
- Local Projects are to send two emails to national staff, one with Tutor/Facilitator Applications and one with Mentor Applications.
- PEIL project coordinators to state in email to national, their own recommendations as to who they would feel would be best placed on their local panels.
- National Staff will notify local PEIL coordinators as to who met the national criteria for both panels and what applicants are to be placed on their local tutor & mentor panels.
- A standard letter to be sent to applicants informing them of the success of obtaining a place on a projects local panel. This letter is to be sent from local PEIL coordinators. (Standard Letter attached below)
- Prior to the engagement on PEIL programme designated Tutors and Mentors will be issued with a standard Specific Purpose Contract from national PEIL staff. Local PEIL Coordinators to notify Sharon and provide details regarding scope and timescale of contract.
- Specific Purpose Contract will be sent to local PEIL Coordinators to ensure that once signed by Tutor/Mentor, it is sent to National Coordinator for signature also.
- Tutors/Facilitators & Mentors are obliged under the new PAYE modernization taxation system to present a Tax Clearance Certificate to NCCWN prior to any sessions. Local PEIL Coordinators are responsible for ensuring a copy is retained on file
- Local PEIL Coordinators to confirm that Tax Clearance Cert has been presented when sending the Tutor/Facilitator & Mentors signed Specific Purpose Contract to the national coordinator.



**National Collective of Community Based Women's Networks (NCCWN) are pleased to invite applications for placement on an NCCWN Programme for Employability, Inclusion and Learning (PEIL) tutors/facilitators panel in NCCWN/**insert Project name** to deliver on a part-time, short-term basis the:**

**NCCWN STEPS to Employment for Women Programme - Promoting and supporting Women's Skills for Employment and Civic Engagement**

The aim of the NCCWN STEPS for Women Programme is to develop and deliver one or more training models to offer self-developmental training in employment related skills on a part time short term basis to women who are currently detached from the labour market (i.e. not in paid employment but not registered as unemployed) and who are interested in entering/re-entering employment. Applications are invited from tutors/facilitators who have proven experience of delivery in one or more of the following areas:

- Personal Development
- Health & Wellbeing
- Interactive skills: promoting social skills
- Women, Gender and Social Justice
- Leadership skills
- Workplace transferable skills including career planning, IT, communications, life skills
- Progression including adult guidance, personal planning, employment pathways
- Work Experience

Please see attached criteria. Interested applicants should contact **insert local contact details** for an application form – applications will only be accepted on the NCCWN Application form.

**Closing Date for applications is **insert date** at 5 p.m.**

**NCCWN is an equal opportunities employer**



## Criteria and requirements of the role of Tutor/Facilitator:

- Excellent facilitation, communication and interpersonal skills
- Demonstrable understanding of community development approaches
- Minimum 5 years relevant practitioner experience
- Demonstrable understanding of reflective practice
- High level of knowledge and expertise in Community Development and Community Education
- Minimum HETAC level 8 qualification
- Delivery of specified training sessions/workshops as required
- Preparation of course materials and session reports
- Preparation of assessments, carrying out assessment, marking and reporting (where relevant).
- Attendance at meetings with coordinator and other programme facilitators
- Development and engagement in consultation and evaluation processes, including one to one meetings, where required





**National Collective of Community Based Women's Networks (NCCWN) are pleased to invite applications for placement on an NCCWN Programme for Employability, Inclusion and Learning (PEIL) Mentors panel in NCCWN/**insert Project name** to provide mentoring on a part-time, short-term basis the:**

**NCCWN STEPS to Employment for Women Programme - Promoting and Supporting Women's Skills for Employment and Civic Engagement**

Applications are invited from mentors who have proven mentoring experience and experience in one or more of the following areas:

- Personal Development
- Health & Wellbeing
- Interactive skills: promoting social skills
- Women, Gender and Social Justice
- Leadership skills
- Workplace transferable skills including career planning, IT, communications, life skills
- Progression including adult guidance, personal planning, employment pathways
- Work Experience

Please see attached criteria. Interested applicants should contact **insert local contact details** for an application form – applications will only be accepted on the NCCWN Application form.

**Closing Date for submission of application form is Wednesday 15<sup>th</sup> January at 5 p.m.**

**NCCWN is an equal opportunities employer**



An Roinn Dlí agus Cirt  
agus Comhionannais  
Department of Justice  
and Equality

The aim of the NCCWN STEPS for Women Programme is to develop and deliver one or more training models to offer self-developmental training in employment related skills on a part time short term basis to women who are currently detached from the labour market (i.e. not in paid employment but not registered as unemployed) and who are interested in entering/re-entering employment.

### **Criteria and requirements of the role of Mentor**

- Excellent mentoring facilitation, communication and interpersonal skills
- Demonstrable understanding of community development approaches
- Minimum 5 years relevant practitioner experience
- Demonstrable understanding of reflective practice
- High level of knowledge and expertise in Community Development and Community Education
- Minimum HETAC level 8 qualification
- Identifying training support needs through one-to-one and small group work
- Delivery of one-to-one and small group mentoring support in respect of the training programme
- Delivery of necessary supports with regard to seeking employment
- Preparation of information and support materials with regard to employment within the community sector.
- Attendance at meetings with programme coordinator and other programme facilitators
- Development and engagement in consultation and evaluation processes, including one to one meetings, where required



## **NCCWN PEIL MENTOR PANEL APPLICATION**

### **EXPLANATORY NOTES FOR CANDIDATES**

1. Please read these instructions fully before completing and submitting (via email) your application Forms **A1 and A2**.
2. This Application Form is designed in such a way that all your personal details will be outlined on **Form A1** and used for administration purposes only. All specific information furnished by you relating to the panel position on offer will be outlined on **Form A2**.
3. Selection will be based solely on the information furnished on **Form A2**. Therefore, you should ensure that the information given is sufficiently comprehensive and relevant.
4. **It is essential that you complete both Forms A1 and A2 in full.**
5. Please **type your application** and follow the format of the questions in each section. If the space provided is insufficient, please attach additional pages.
6. **Only sign** (electronic signature, where possible) the Candidate's Declaration in **Form A1**
7. **Please also include proof of your qualifications** by attaching them to email.
8. Keep a copy of your completed Application prior to submitting it.
9. Your completed **Forms A1 and A2** along with proof of qualifications should be emailed to the contact details stated in the advert.
10. Applications will only be accepted if completed appropriately and received no later than **5.00 pm on 15/01/2020**.
11. Referees will be contacted only if the applicant is successful in being placed on the panel.

# FORM A1

**REFERENCE NUMBER:**  
(Office use only)

## APPLICATION FORM

## Mentor Panel

### 1. PERSONAL DETAILS

|                 |                                          |                                     |                                            |
|-----------------|------------------------------------------|-------------------------------------|--------------------------------------------|
| NAME:           |                                          | PHONE NUMBER:                       |                                            |
| ADDRESS:        |                                          |                                     |                                            |
| EMAIL:          |                                          | DRIVING LICENCE (type and category) |                                            |
| COMPUTER SKILLS | Basic Knowledge <input type="checkbox"/> | Competent <input type="checkbox"/>  | Highly Proficient <input type="checkbox"/> |

### 2. REFEREES

Please name three referees (including your current or most recent employer). We retain the right to contact any of your previous line managers after the process is completed.

|                                                | DETAILS OF REFEREE No. 1 | DETAILS OF REFEREE No. 2 | DETAILS OF REFEREE No. 3 |
|------------------------------------------------|--------------------------|--------------------------|--------------------------|
| NAME:                                          |                          |                          |                          |
| ADDRESS:                                       |                          |                          |                          |
| POSITION HELD:                                 |                          |                          |                          |
| TEL. NO:                                       |                          |                          |                          |
| EMAIL ADDRESS:                                 |                          |                          |                          |
| PROFESSIONAL RELATIONSHIP (E.G. LINE MANAGER): |                          |                          |                          |

### 3. DECLARATION

**GENERAL DECLARATION:** it is important that you read this Declaration carefully and then sign it in the space below.

#### PART 1: OBLIGATIONS OF CANDIDATES PARTICIPATING IN THE RECRUITMENT PROCESS

The NCCWN is committed to the highest standards in recruitment. In this regard, all candidates must comply with best practice standards and obligations. These obligations are as follows:

- Candidates shall not:
  - Knowingly or recklessly make a false or a misleading application
  - Knowingly or recklessly provide false information or documentation
  - Canvass any person with or without inducements
  - Impersonate a candidate at any stage of the process
  - Knowingly or maliciously obstruct or interfere with the recruitment process
  - Interfere with or compromise the process in any way.

#### PART 2 – DECLARATION

“I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my placement on this panel. I hereby confirm my consent to NCCWN making such enquiries as deemed necessary in respect of my suitability for the Mentor panel for which I am applying.

I hereby accept and confirm the entitlement of NCCWN to reject my application or terminate my contract (in the event of a contract of being entered into) if I have omitted to furnish the NCCWN with any information relevant to my application; or where I have made any false statement or misrepresentation relevant to this application or contracted work with NCCWN.

Furthermore, I hereby declare that all the particulars I have provided in connection with this application are true, and that I am aware of the qualifications and particulars for this panel. I understand that I may be required to submit documentary evidence in support of any particulars given by me on this Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification, or dismissal, if employed.”

Please insert electronic signature, where possible.

**Signed:** \_\_\_\_\_ (Name of applicant)      **Date:** \_\_\_\_\_

# FORM A2

## REFERENCE NUMBER:

(Office use only)

### APPLICATION FORM

Mentor Panel

#### 1. EDUCATIONAL ACHIEVEMENTS

Starting with the most recent, please list all relevant third-level and other educational qualifications.

| DATES FROM/TO | EDUCATIONAL INSTITUTION | COURSE TITLE | AWARDING BODY | QUALIFICATION ACHIEVED AND NFQ LEVEL AWARDED |
|---------------|-------------------------|--------------|---------------|----------------------------------------------|
|               |                         |              |               |                                              |
|               |                         |              |               |                                              |
|               |                         |              |               |                                              |
|               |                         |              |               |                                              |
|               |                         |              |               |                                              |
|               |                         |              |               |                                              |

#### 2. OTHER RELEVANT TRAINING

Starting with the most recent, list other non-accredited and/or relevant courses and specify dates of attainment.

| DATES OF PARTICIPATION | COURSE | DELIVERED BY |
|------------------------|--------|--------------|
|                        |        |              |
|                        |        |              |
|                        |        |              |
|                        |        |              |
|                        |        |              |

#### 3. CAREER HISTORY

Starting with the most recent, please list all relevant work experience.

| <b>DATES<br/>FROM/TO</b> | <b>EMPLOYER<br/>(NAME AND<br/>ADDRESS)</b> | <b>TITLE OF<br/>POST</b> | <b>MAIN RESPONSIBILITIES</b> |
|--------------------------|--------------------------------------------|--------------------------|------------------------------|
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |

#### 4. ELIGIBILITY CRITEREA

Please indicate below how your professional experience meets the core essential criteria for placement on the panel – as outlined in the criteria and requirements of the role.

**PLEASE COMPLETE EACH QUESTION IN FULL.**

##### 4.1 RELEVANT EXPERIENCE

Please outline/give examples of how **your experience** relates to the criteria and requirements of the Mentor role.

**DATE(S) FROM – DATE(S) TO:**

**EMPLOYER(S):**

**DETAILS:**

##### 4.2 KNOWLEDGE OF THE WORK

Please outline/give examples of how **your knowledge** of the work relates to the criteria and requirements of the Mentor role.

**DATE(S) FROM – DATE(S) TO:**

**EMPLOYER(S):**

**DETAILS:**

### 4.3 SKILLS IN THE WORK

Please outline/give examples of how your core skills relate to the criteria and requirements of the Mentor role.

DATE(S) FROM – DATE(S) TO:

EMPLOYER(S):

DETAILS:

### 4.4 SUITABILITY FOR THE POSITION:

Please outline how you feel you are a suitable candidate for this position, based on the criteria and requirements of the Mentor role

DETAILS:

### 4.5 WHY YOU ARE APPLYING FOR THE PANEL:

Please outline why you are applying for placement on this panel / or add in any other relevant information.

DETAILS:

#### 4.6 APPLICANT CHECKLIST/PLEASE CHECK THAT YOU HAVE COMPLETED THE FULL APPLICATION FORM

We recommend that you check your application form carefully before submitting it, to ensure that you have included all the required information and that you have fully answered all questions, i.e. that:

|          |                                                                                                                                                                                                                               |  |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1</b> | Personal details have been completed.                                                                                                                                                                                         |  |
| <b>2</b> | The information you have provided regarding your qualifications shows clearly the dates (DD/MM/YY), courses undertaken, college names, qualification granted.<br>You have included with Form A1 proof of your qualifications. |  |
| <b>3</b> | The information you have provided on your employment clearly shows the relevant dates (DD/MM/YY), job titles, and core responsibilities.                                                                                      |  |
| <b>4</b> | Section 4 has been completed in full.                                                                                                                                                                                         |  |
| <b>5</b> | Why you are applying for this panel/Additional Information section has been completed.                                                                                                                                        |  |
| <b>6</b> | <b>SIGNED DECLARATION.</b> (As Application Form to be submitted via email, please insert electronic signature, if possible - we will accept it with an unsigned Declaration).                                                 |  |
| <b>7</b> | Sending in proof of qualifications                                                                                                                                                                                            |  |

**NB: if all required details/documents (as above) are not submitted with your application, we will be unable to process your application.**

## **NCCWN PEIL TUTOR/FACILITATOR PANEL APPLICATION**

### **EXPLANATORY NOTES FOR CANDIDATES**

1. Please read these instructions fully before completing and submitting (via email) your application Forms **A1 and A2**.
2. This Application Form is designed in such a way that all your personal details will be outlined on **Form A1** and used for administration purposes only. All specific information furnished by you relating to the panel position on offer will be outlined on **Form A2**.
3. Selection will be based solely on the information furnished on **Form A2**. Therefore, you should ensure that the information given is sufficiently comprehensive and relevant.
4. **It is essential that you complete both Forms A1 and A2 in full.**
5. Please type your application and follow the format of the questions in each section. If the space provided is insufficient, please attach additional pages.
6. Only sign (electronic signature, where possible) the Candidate's Declaration in **Form A1**
7. Please also include proof of your qualifications by attaching them to email.
8. Keep a copy of your completed Application prior to submitting it.
9. Your completed **Forms A1 and A2** along with proof of qualifications should be emailed to the contact details stated in the advert.
10. Applications will only be accepted if completed appropriately and received no later than **5.00 pm on 15/01/2020**.
11. Referees will be contacted only if the applicant is successful in being placed on the panel.

# FORM A1

**REFERENCE NUMBER:**

(Office use only)

**APPLICATION FORM****Tutor/Facilitator Panel****1. PERSONAL DETAILS**

|                 |                                          |                                     |                                            |
|-----------------|------------------------------------------|-------------------------------------|--------------------------------------------|
| NAME:           |                                          | PHONE NUMBER:                       |                                            |
| ADDRESS:        |                                          |                                     |                                            |
| EMAIL:          |                                          | DRIVING LICENCE (type and category) |                                            |
| COMPUTER SKILLS | Basic Knowledge <input type="checkbox"/> | Competent <input type="checkbox"/>  | Highly Proficient <input type="checkbox"/> |

**2. REFEREES**

Please name three referees (including your current or most recent employer). We retain the right to contact any of your previous line managers after the process is completed.

|                                                | DETAILS OF REFEREE No. 1 | DETAILS OF REFEREE No. 2 | DETAILS OF REFEREE No. 3 |
|------------------------------------------------|--------------------------|--------------------------|--------------------------|
| NAME:                                          |                          |                          |                          |
| ADDRESS:                                       |                          |                          |                          |
| POSITION HELD:                                 |                          |                          |                          |
| TEL. NO:                                       |                          |                          |                          |
| EMAIL ADDRESS:                                 |                          |                          |                          |
| PROFESSIONAL RELATIONSHIP (E.G. LINE MANAGER): |                          |                          |                          |

### 3. DECLARATION

**GENERAL DECLARATION:** it is important that you read this Declaration carefully and then sign it in the space below.

#### PART 1: OBLIGATIONS OF CANDIDATES PARTICIPATING IN THE RECRUITMENT PROCESS

The NCCWN is committed to the highest standards in recruitment. In this regard, all candidates must comply with best practice standards and obligations. These obligations are as follows:

- Candidates shall not:
  - Knowingly or recklessly make a false or a misleading application
  - Knowingly or recklessly provide false information or documentation
  - Canvass any person with or without inducements
  - Impersonate a candidate at any stage of the process
  - Knowingly or maliciously obstruct or interfere with the recruitment process
  - Interfere with or compromise the process in any way.

#### PART 2 – DECLARATION

“I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my placement on this panel. I hereby confirm my consent to NCCWN making such enquiries as deemed necessary in respect of my suitability for the Tutor/Facilitator panel for which I am applying.

I hereby accept and confirm the entitlement of NCCWN to reject my application or terminate my contract (in the event of a contract of being entered into) if I have omitted to furnish the NCCWN with any information relevant to my application; or where I have made any false statement or misrepresentation relevant to this application or contracted work with NCCWN.

Furthermore, I hereby declare that all the particulars I have provided in connection with this application are true, and that I am aware of the qualifications and particulars for this panel. I understand that I may be required to submit documentary evidence in support of any particulars given by me on this Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification, or dismissal, if employed.”

Please insert electronic signature, where possible.

**Signed:** \_\_\_\_\_ (*Name of applicant*)      **Date:** \_\_\_\_\_

# FORM A2

## REFERENCE NUMBER:

(Office use only)

### APPLICATION FORM

### Tutor/Facilitator Panel

#### 1. EDUCATIONAL ACHIEVEMENTS

Starting with the most recent, please list all relevant third-level and other educational qualifications.

| DATES FROM/TO | EDUCATIONAL INSTITUTION | COURSE TITLE | AWARDING BODY | QUALIFICATION ACHIEVED AND NFQ LEVEL AWARDED |
|---------------|-------------------------|--------------|---------------|----------------------------------------------|
|               |                         |              |               |                                              |
|               |                         |              |               |                                              |
|               |                         |              |               |                                              |
|               |                         |              |               |                                              |
|               |                         |              |               |                                              |
|               |                         |              |               |                                              |

#### 2. OTHER RELEVANT TRAINING

Starting with the most recent, list other non-accredited and/or relevant courses and specify dates of attainment.

| DATES OF PARTICIPATION | COURSE | DELIVERED BY |
|------------------------|--------|--------------|
|                        |        |              |
|                        |        |              |
|                        |        |              |
|                        |        |              |
|                        |        |              |

#### 3. CAREER HISTORY

Starting with the most recent, please list all relevant work experience.

| <b>DATES<br/>FROM/TO</b> | <b>EMPLOYER<br/>(NAME AND<br/>ADDRESS)</b> | <b>TITLE OF<br/>POST</b> | <b>MAIN RESPONSIBILITIES</b> |
|--------------------------|--------------------------------------------|--------------------------|------------------------------|
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |
|                          |                                            |                          |                              |

#### 4. ELIGIBILITY CRITEREA

Please indicate below how your professional experience meets the core essential criteria for placement on the panel – as outlined in the criteria and requirements of the role.

**PLEASE COMPLETE EACH QUESTION IN FULL.**

##### 4.1 RELEVANT EXPERIENCE

Please outline/give examples of how **your experience** relates to the criteria and requirements of the Tutor/Facilitator role.

**DATE(S) FROM – DATE(S) TO:**

**EMPLOYER(S):**

**DETAILS:**

##### 4.2 KNOWLEDGE OF THE WORK

Please outline/give examples of how **your knowledge** of the work relates to the criteria and requirements of the Tutor/Facilitator role.

**DATE(S) FROM – DATE(S) TO:**

**EMPLOYER(S):**

**DETAILS:**

### 4.3 SKILLS IN THE WORK

Please outline/give examples of how your core skills relate to the criteria and requirements of the Tutor/Facilitator role.

DATE(S) FROM – DATE(S) TO:

EMPLOYER(S):

DETAILS:

### 4.4 SUITABILITY FOR THE POSITION:

Please outline how you feel you are a suitable candidate for this position, based on the criteria and requirements of the Tutor/Facilitator role

DETAILS:

### 4.5 WHY YOU ARE APPLYING FOR THE PANEL:

Please outline why you are applying for placement on this panel / or add in any other relevant information.

DETAILS:

#### 4.6 APPLICANT CHECKLIST/PLEASE CHECK THAT YOU HAVE COMPLETED THE FULL APPLICATION FORM

We recommend that you check your application form carefully before submitting it, to ensure that you have included all the required information and that you have fully answered all questions, i.e. that:

|          |                                                                                                                                                                                                                               |  |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1</b> | Personal details have been completed.                                                                                                                                                                                         |  |
| <b>2</b> | The information you have provided regarding your qualifications shows clearly the dates (DD/MM/YY), courses undertaken, college names, qualification granted.<br>You have included with Form A1 proof of your qualifications. |  |
| <b>3</b> | The information you have provided on your employment clearly shows the relevant dates (DD/MM/YY), job titles, and core responsibilities.                                                                                      |  |
| <b>4</b> | Section 4 has been completed in full.                                                                                                                                                                                         |  |
| <b>5</b> | Why you are applying for this panel/Additional Information section has been completed.                                                                                                                                        |  |
| <b>6</b> | <b>SIGNED DECLARATION.</b> (As Application Form to be submitted via email, please insert electronic signature, if possible - we will accept it with an unsigned Declaration).                                                 |  |
| <b>7</b> | Sending in proof of qualifications                                                                                                                                                                                            |  |

**NB: if all required details/documents (as above) are not submitted with your application, we will be unable to process your application.**

## 5. NCCWN PEIL PROGRAMME REQUIREMENTS

- Funding through the Gender Equality aspect of the PEIL Programme (Programme for Employability, Inclusion & Learning) has enabled the **National Collective of Community Based Women's Networks (NCCWN)** to develop and deliver a programme for women aimed at building capacity to engage in training/employment with adequate support mechanisms in place.
- This NCCWN **STEPS to Employment for Women programme** works with women who are currently distant from the labour market progressing them through a series of 'steps' to help increase their employment prospects and foster their development and engagement in civil society through increased/improved skills and confidence.
- When we applied for the funding we stated that the following outcomes would be met by women who participate on the STEPS programme. The outcomes are:
  - **Identification, Engagement & Recruitment**
  - **Pre Development:** personal development and capacity building element
  - **Participation & Training:** foster women's development and deliver workplace transferable skills
  - **Progression:** Direction/Guidance/Planning/Pathways
- The programme will run over a 14 week period and projects must meet the above outcomes that we informed the EU Funds unit of, when running their local STEPS Programmes
- Attached below is a copy of the projected overall plan that was sent as part of the funding application for the PEIL funding
- All projects are obliged to complete Quarterly Progress, Participant tracking and Budget Income & Expenditure Reports.
- Templates for these reports will be sent on a Quarterly Basis
- All projects may be inspected randomly by the EU Funds unit or ESF Management Authority in line with our contractual obligations
- You are required to meet the eligible expenditure criteria under this programme. If you are unsure always contact a national staff member for further clarity.
- ESF Eligible Expenditure Guidelines, please ensure this document is read prior to any spending (**Attached as appendix**)
- Attached below is a Budget Breakdown for each project and a brief synopsis of expenditure details.
- Attached below is a sample guideline of what a local project plan might look like

## 2.2 Project Plan

### 2.2.1 Outline the specific objectives of your project.

|                                  |                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Overall objective of the project | <p><b>NCCWN STEPS for Women:</b> including skills, training, equality, participation and Supports.</p> <p>To build marginalised women's capacity to engage fully in training /employment with supports</p> <p><b>S</b> skills</p> <p><b>T</b> training</p> <p><b>E</b> equality</p> <p><b>P</b> participation</p> <p><b>S</b> Supports</p> |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                           |     |
|---------------------------------------------------------------------------|-----|
| How many women will return to work as a result of your project (Strand A) | 300 |
|---------------------------------------------------------------------------|-----|

### 2.2.2 Outcomes (Note: Please add more rows as required)

| Outcomes |                                                                                                |
|----------|------------------------------------------------------------------------------------------------|
| 1        | Identification, Engagement & Recruitment                                                       |
| 2        | Pre Development: Personal development and capacity building element                            |
| 3        | Participation & Training: Foster women's development and deliver workplace transferable skills |
| 4        | Progression: Direction/Guidance/Planning/Pathways                                              |

### 2.2.3 Project Actions and Outputs

Please complete the table below for each project outcome you have identified (Add more Project Outcome sections if required)

| Project Outcome 1: |                                                                                                                                                                                                                          |                                                                      |                                                                                                                                                                                                                              |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nr.                | Actions                                                                                                                                                                                                                  | Timeframe                                                            | Outputs                                                                                                                                                                                                                      |
| 1.                 | <p><b>Promoting awareness &amp; knowledge of NCCWN Women's Steps programme:</b></p> <p>E.g. advertising<br/>Social Networking, One to one interaction, Flyers, Posters and Church Bulletin, Community Notice Boards.</p> | <p>2019 6 hours x 10<br/>2020 6 hours x 10<br/>2021 6 hours x 10</p> | <p>Promotion and awareness raising campaigns will be held annually in each of the 11 areas.</p> <p>A minimum of 100 women will be recruited annually to participate in the Women's STEPS Programme in their local areas.</p> |

|    |                                                                                                                                                                  |                                                             |                                                                                                                                          |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 2. | <b>Participant Recruitment</b><br>Programme Information day and One to one interviews to determine eligibility, interest and commitment. Recruitment & enrolment | 2019 4 hours x 10<br>2020 4 hours x 10<br>2021 4 hours x 10 | 10 women:10 centers<br>10 women:10 centers<br>10 women:10 centers<br><br><b>Total 300 Women</b>                                          |
| 3. | <b>Tutor/Facilitator Recruitment Panels</b>                                                                                                                      | 2019 6 hours x 10                                           | Tutor/Facilitator Panels will be sent up in each of the 11 locations and a minimum of 11 Tutors/Facilitators will be recruited for panel |

Please explain why you think these particular actions will create the project outcome.

The Women's STEPS programme is aimed at the most marginalised women in society and these women will be hardest to reach as they will not likely come forward looking for intervention. These actions will target those that are hardest to reach.

By promoting the STEPS for women programme through a number of mediums will enable NCCWN projects to connect with a large audience of potential women STEPS participants

By informing the target group of the availability of the programme content, duration and potential progression will encourage participation and commitment.

To engage with hard to reach women in order to reduce isolation, increase confidence, build relationships and foster a sense of personal power in women to shape their lives for future employment or education

Outreaching with local services/projects and agencies will build connections and identify women who may be engaging in other local projects that may be interested in participating in STEPS and spreading the word of the programme.

Lack of Childcare is a barrier to furthering any progression for women. Subsidised childcare which is part of some Centres allows the women learners to attend training. These actions address the need for this support.

Recognition of the supports required to enable participation of those women who are most hard to reach. As we have previously run this programme our learning is that the more input at the beginning stages results in improved levels of participation and retention

| Project Outcome 2: |                                                     |                                                             |                                            |
|--------------------|-----------------------------------------------------|-------------------------------------------------------------|--------------------------------------------|
| Nr.                | Actions                                             | Timeframe                                                   | Outputs                                    |
| 1.                 | <b>Personal Development &amp; capacity building</b> | 2019 3 Hours x 10<br>2020 3 hours x 10<br>2021 3 hours x 10 | 10 women:10 centres<br>10 women:10 centres |

|    |                                                                                                                       |                                                             |                                                                                                 |
|----|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|    | <b>Interactive skills:<br/>promoting Social skills</b><br>Preparing for study, including family and life commitments. |                                                             | 10 women:10 centres<br><br><b>Total 300 Women</b>                                               |
| 2. | <b>Health &amp; Wellbeing</b>                                                                                         | 2019 3 Hours x 10<br>2020 3 hours x 10<br>2021 3 hours x 10 | 10 women:10 centres<br>10 women:10 centres<br>10 women:10 centres<br><br><b>Total 300 Women</b> |
| 3. | <b>Personal Care &amp; Presentation</b>                                                                               | 2019 3 Hours x 10<br>2020 3 hours x 10<br>2021 3 hours x 10 | 10 women:10 centres<br>10 women:10 centres<br>10 women:10 centres<br><br><b>Total 300 Women</b> |

Please explain why you think these particular actions will create the project outcome.

Pre development and building capacity is the foundation to long term development of women. The above actions will provide women with the positive energy and belief in themselves that will see them conquering their fears and moving towards self-fulfilment enabling them to fully engage in education and prepare for employment.

Holistic and needs based – hard to reach women – recognition of the steps – NCCWN Women's Projects have a wealth of experience in working with women

By offering personal development and confidence building as the first element in this NCCWN Steps programme for women; it is envisaged that women will become more aware of their wants, needs and potential. They will become more attuned to understanding and unlocking their own strengths.

Building their capacity to work towards creating more confident, capable and positive wellbeing outcomes for each woman

By preparing the learner for the programme it will help them to organise and plan their home life in order to attend and commit to the programme successfully. This will enable learners to participate in teamwork, promote social skills and offer a holistic approach to starting to take on new educational and employment skills.

| <b>Project Outcome 3:</b> |                                                                                                                           |                                                             |                                                                   |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------|
| Nr.                       | Actions                                                                                                                   | Timeframe                                                   | Outputs                                                           |
| 1.                        | <b>Introduction to Women, Gender and Social Justice:</b><br>To encourage participation and equality in our civil society. | 2019 3 hours x 10<br>2020 3 hours x 10<br>2021 3 hours x 10 | 10 women:10 centres<br>10 women:10 centres<br>10 women:10 centres |

|    |                                                                                                                                                                                                                     |                                                                |                                                                                                 |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|    |                                                                                                                                                                                                                     |                                                                | <b>Total 300 Women</b>                                                                          |
| 2. | <b>MY Community:</b><br>Community mapping, Guest speakers from Community groups in the area. Community working collectively                                                                                         | 2019 2 hours x 10<br>2020 2 hours x 10<br>2021 2 hours x 10    | 10 women:10 centres<br>10 women:10 centres<br>10 women:10 centres<br><br><b>Total 300 women</b> |
| 3. | <b>Leadership Skills</b> including talks from Women who are leaders in our locality                                                                                                                                 | 2019 2 hours x 10<br>2020 2 hours x 10<br>2021 2 hours x 10    | 10 women:10 centres<br>10 women:10 centres<br>10 women:10 centres<br><br><b>Total 300 women</b> |
| 4. | <b>Career Planning:</b> Goal setting, Job seeking skills, CV preparation and interview techniques.                                                                                                                  | 2019 12 hours x 10<br>2020 12 hours x 10<br>2021 12 hours x 10 | 10 women:10 centres<br>10 women:10 centres<br>10 women:10 centres<br><br><b>Total 300 women</b> |
| 5. | <b>Information Technology training</b><br>Support with registering online recruitment agencies.                                                                                                                     | 2019 3 Hours x 10<br>2020 3 hours x 10<br>2021 3 hours x 10    | 10 women:10 centres<br>10 women:10 centres<br>10 women:10 centres<br><br><b>Total 300 women</b> |
| 6. | <b>Life skills: Communications Written-literacy</b><br>A range of needs based training as identified by participants will be provided eg letter writing, form filling, note taking, budgeting and listening skills. | 2019 5 Hours x 10<br>2020 5 hours x 10<br>2021 5 hours x 10    | 10 women:10 centres<br>10 women:10 centres<br>10 women:10 centres<br><br><b>Total 300 women</b> |

Please explain why you think these particular actions will create the project outcome.

| Project Outcome 4: |                                                                                               |                                                             |                                                                                                 |
|--------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Nr                 | <b>Adult Guidance sessions</b><br>Research for further education or employment opportunities. | 2019 2 Hours x 10<br>2020 2 hours x 10<br>2021 2 hours x 10 | 10 women:10 centres<br>10 women:10 centres<br>10 women:10 centres<br><br><b>Total 300 women</b> |

|  |                                                                                                                                 |                                                                |                                                                                                 |
|--|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|  | <b>Personal Learning planning</b>                                                                                               | 2019 2 Hours x 10<br>2020 2 hours x 10<br>2021 2 hours x 10    | 10 women:10 centres<br>10 women:10 centres<br>10 women:10 centres<br><br><b>Total 300 women</b> |
|  | <b>Employment pathways;</b><br>Attending local jobs fairs                                                                       | 2019 2 Hours x 10<br>2020 2 hours x 10<br>2021 2 hours x 10    | 10 women:10 centres<br>10 women:10 centres<br>10 women:10 centres<br><br><b>Total 300 women</b> |
|  | <b>Mentoring</b><br>Ongoing mentoring supports. One to one sessions to encourage the learner throughout their learning journey. | 2019 16 Hours x 10<br>2020 16 hours x 10<br>2021 16 hours x 10 | 10 women:10 centres<br>10 women:10 centres<br>10 women:10 centres<br><br><b>Total 300 women</b> |

Please explain why you think these particular actions will create the project outcome.

Many of the women participants may not have received any guidance supports previous to this project. The continual support and direction within the Women's Steps programme will avoid drop outs. The women will be individually supported by key workers in the organisation with guidance on enrolling on further education programmes or apply for employment. The students will take part in an evaluation of the programme and a tracking process of participants following completion of the programme. Progression routes will be recorded. The women will be individually supported by NCCWN core local staff in the organisation with guidance on enrolling on further education programmes or apply for employment.

- The participants will take part in an evaluation of the programme and a tracking process of participants following completion of the programme. Progression routes will be recorded.
- NCCWN local core staffs are in a prime position to advice, inform and support the women into employment or education and to continue to support and track the progression routes of each woman.

The support will have a positive impact on the women so that they:

- Become familiar with key aspects of recruitment and advertisements.
- Have a positive attitude towards themselves at interview process
- Apply for a real/simulated course /job suitable to own skills and qualities.
- Are introduced to experts in their general expected field of employment.
- Are linked to further education and employment opportunities – e.g.: LES/Social Protection services/SOLAS/ ETB/ Local Community Project learning opportunities/ QQI accredited options through community learning
- Are encouraged to follow up their interest in particular fields, and to prepare for further study if relevant.
- Will be eligible for educational progression routes available within centres and further education/employment programmes.
- Receive support in relation to referrals.
- Gain employment upon leaving programme.

**Key note: Mentoring** is a common denominator throughout the whole programme and is the nurturing element that will keep women on track should they run into any difficulties and also helping the women realise their own potential. Ongoing mentoring supports and encourages the learner throughout their learning journey

## **NCCWN STEPS for Women**

### ***NCCWN STEPS Projected Outputs***

- 30 open days to be delivered
- 300 women to participate
- 30 courses to be delivered
- 72 families supported with childcare
- 300 women trained or signposted to training
- 300 women to be helped with CV preparation/mock interviews etc.
- 300 women to be supported in identifying labour market routes

### **Employment targets**

In addition, the NCCWN Projects have a drop-in facility. This provides the necessary facilities and supports to aid with the job search for example, access to the jobs bank, internet access, and listings of locally advertised jobs, phone, fax, stationary, information, support, typing and photocopying.

Individual learning goals and targets motivate students to:

- become more active participants in the learning process
- become independent learners• identify what is important to their own learning
- Achieve their full potential.

### **Key areas in employment targets:**

- Drafting a CV – Layout & Structure
- Sources of Job Leads
- Identifying local work availability
- Exploring personal achievements
- Further Education & Training options
- Improving Self Confidence
- Assertiveness Training
- Identifying Transferable Skills
- Overcoming learning blockages
- Listening / Reading Skills
- Letter Writing
- Completing Application Forms
- Telephone Techniques
- Interview Techniques and Preparation
- Mock Interview
- Job Search
- Action Planning/ Goal Setting

## SAMPLE LOCAL PROJECT PLAN

| NCCWN PEIL<br>STEPS<br>SAMPLE        | Ronanstown CDP<br>No.GE18/RN 001 –012                                                                                                                                                                                                                                                                                                                           | Jan – June 2020 |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Week                                 | Topics Covered                                                                                                                                                                                                                                                                                                                                                  | Tutor Signature |
| 1. 31/01/19                          | <b>INTRODUCTION</b> <ul style="list-style-type: none"> <li>· To venue/group, the STEPS programme and funding stream.</li> <li>· Group process, hopes /concerns for starting the programme.</li> <li>· Group agreement. Introducing the Learning Journal and Personal goal plan.</li> <li>· Mentoring outline</li> </ul>                                         |                 |
| 2. 7/02/19                           | <b>SELF ESTEEM AND CONFIDENCE BUILDING.</b> <ul style="list-style-type: none"> <li>· Coming out of your comfort zone</li> </ul> Group building activities. <b>STAGES OF CHANGE</b><br>Exploring fears and how to manage and overcome them. <ul style="list-style-type: none"> <li>·</li> <li>·</li> </ul>                                                       |                 |
| 3. 28/2/19                           | <b>LIFE SKILLS</b> <ul style="list-style-type: none"> <li>· To explore how to develop our strengths, skills and qualities and transferring them into working life.</li> </ul><br><b>THE PROCESS OF DECISION MAKING</b><br>Exploring styles of decisions and how our decisions can impact on our daily lives <ul style="list-style-type: none"> <li>·</li> </ul> |                 |
| 4. 7/3/19<br><br>Tallaght<br>Stadium | <b>INTERNATIONAL WOMEN'S DAY</b><br><b>WOMEN, GENDER AND SOCIAL JUSTICE</b> <ul style="list-style-type: none"> <li>· Exploring our roles, gender and Identities within culture and society.</li> <li>· Women and leadership</li> <li>· Encouraging participation and Equality in our civil society.</li> </ul>                                                  |                 |
| 5. 21/3/19                           | <b>STRESS MANAGEMENT</b>                                                                                                                                                                                                                                                                                                                                        |                 |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|            | <ul style="list-style-type: none"> <li>How stress impacts on our wellbeing, physically and mentally and how to find ways to manage it.</li> </ul> <p><b>HEALTH AND WELLBEING</b></p> <ul style="list-style-type: none"> <li>Ways on how to practice self-care e.g., Mindfulness and Meditation.</li> </ul> <p>Information on what services may be available in the community, where to avail of Holistic therapies to promote wellbeing.</p> |  |
| 6. 4 /4/19 | <p><b>WOMEN'S LEADERSHIP / MY COMMUNITY</b></p> <p><b>Creative Workshop</b></p> <p><b>Zines : Self Care/ Empowerment/Change</b></p>                                                                                                                                                                                                                                                                                                          |  |
| 7. 11/4/19 | <p><b>EXPLORING GOALS : PERSONAL LEARNING PLAN</b></p> <ul style="list-style-type: none"> <li>Explore goals and how to achieve them, this session will look at goals the women may now have and to look at how this programme now can support them in their chosen goal setting.</li> </ul> <p><b>Preparation for part 2 of the programme.</b></p>                                                                                           |  |
| 8.         | <b>Self-Care and Presentation</b>                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| 9.         | <p><b>Career Planning</b></p> <p><b>Motivation</b></p> <p><b>Workplace practices</b></p>                                                                                                                                                                                                                                                                                                                                                     |  |
| 10.        | <p><b>C.V. Preparation</b></p> <p><b>Information Technology</b> covering support registering online, recruitment agencies, Email</p>                                                                                                                                                                                                                                                                                                         |  |
| 11.        | <p><b>Application Forms</b></p> <p><b>Cover Letters</b></p> <p><b>Interview Skills – Questions &amp; Body Language</b></p>                                                                                                                                                                                                                                                                                                                   |  |
| 12.        | <p><b>Mock Interviews</b></p> <p><b>(One to one appointments )</b></p>                                                                                                                                                                                                                                                                                                                                                                       |  |
| 13.        | <b>Adult Guidance / Employment pathways</b>                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 14.        | <p><b>End of Course Review</b></p> <p><b>Celebration</b></p>                                                                                                                                                                                                                                                                                                                                                                                 |  |

**Note: Mentoring and Life skills will be ongoing throughout the programme**

### **C.V. Preparation**

The aim of this module is to help the women with the composition of her curriculum vitae. Through the use of handouts and practical computer work they become familiar with the language and structure of the professional C.V.

### **Cover Letters:**

The concept of the cover letter and its importance are explained to the group. Sample cover letters are distributed to the group with practical tasks for them to complete. The emphasis is for the women to extract relevant information and to ensure that it is aimed at the specific jobs they are applying for. Sample job advertisements are given to each person and cover letters are written aimed specifically at that job. The women become familiar with the language and structure of the cover letter.

### **Job Search:**

There is an opportunity provided for each of the women to avail of the Jobs Club facilities to aid them with their job search. Newspapers and Internet access are provided as well as equipment such as photocopiers. Classes in Email are also provided so the women can send their C.V. off to employers.

### **Interview Skills:**

This will enable the women to get a proper understanding of an interview and to feel at ease when attending an interview. It will give participants an idea of the most frequently asked questions and how to formulate their own answers to these common questions should they arise.

### **Mock Interview:**

This will involve an outside facilitator coming in to interview each client on a one-to-one basis following the protocol of a real interview. Both the facilitator and the women are given a copy of the client's curriculum vitae before the interview. The interview is then conducted in a room which has been arranged in an interview-like format. Each person is encouraged to dress appropriately for this interview.

This module looks at setting professional and personal goals in a very structured and organized fashion. We also look at the concept of comfort zones and how the mind works.

### **Your Rights at Work:**

This module is aimed at people who are about to start their new job or work experience placement. It covers a number of workplace practices, which can have impact on the health, wealth and well-being of employees. The aims of this module are to inform people about basic employment rights and to understand how these rights apply to problems at work.

### **Personal Development:**

In this module the women is introduced to Goals and Motivation. Through the use of written, practical and DVD based training each person is encouraged break out of their current comfort zones and present their work within the group.

**During the 14 weeks there will be guest speakers from various services including Jobs club, Tus and ETB and other organizations that provide training for progression to employ**

## 6. NCCWN PEIL PROGRAMME INDUCTION AND START UP

### Standard Set Up Documents

The following documents are standard documents and must be used when setting up and running your local STEPS for women programme over the 3 year period. They are attached as an appendix to this document:

- Standard Registration Form (Updated Version 2020)
- Standard Sign In Sheet – Registration/Information Morning
- Standard Weekly Participant Sign In Sheet/Record Sheet
- Standard Mentor Recording Sheet

### Filing Systems

- You are obliged to hold hard copy documentation within your filing systems for a period of 11 years in relation to PEIL funding
- These files must be held in a locked cabinet
- The following documents must be held on file:
  - Posters/Flyers/Advertisements – Any evidence advertising/promoting the programme
  - List of Tutors and Mentors who are on your local panels
  - Standard Sign In Sheets – Events/Information mornings/Weekly
  - Standard Registration Forms/Participant Records
  - Copy of all invoices relating to spending
  - Quotes or rationales obtained for any purchases made
  - Mentor Record Sheets/Notes from Mentors
  - Copy of Reporting Documents – Progress Reports, Participant Tracker, Budget Records
  - Participant Evaluation Documentation
  - Details of any Childcare paid to participants

## 7. NCCWN PEIL PROGRAMME MONITORING AND REPORTING

### Reporting & Monitoring

We are obliged to report to the Department of Justice & Equality, EU Funds department on a quarterly basis for the duration of the 3 year PEIL funded programme. Local projects will be asked to complete the following documents per quarter:

- **Project Progress Report Template**
  - **Participant Tracker**
  - **Quarterly Budget Template**
- Progress Report Templates and Participant Tracker Report Templates will be sent to all projects each quarter
  - Budget Analysis Document attached as appendix. This document to be completed on a quarterly basis and projects will be notified with a deadline date
  - Petty Cash Template document attached as appendix. This is to be completed on an on-going basis
  - Evaluations must be carried out and forms retained as evidence. Standard Evaluation Form document attached as appendix. To be given to participants at the end of each programme