



Ollscoil Chathair  
Bhaile Átha Cliath  
Dublin City University

## DCU Ability

**'Works for Me' Campus Course  
Information for families and support people**



## 1. The DCU Ability 'Works for Me' course

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The DCU Ability 'Works for Me' campus course runs on DCU Glasnevin campus part-time over 14 weeks, on Tuesday, Wednesday, and Thursday mornings from 10 am to 1 pm. Our next course will run between September 13th and December 15th 2022.

The course aims to build on learners' understanding of work and to support them to explore ideas for their own working future. Learners may be offered the opportunity to undertake a QQI Level 3 accredited qualification during 2022 (QQI 3N0587 Work Experience).

The 'Works for Me' course begins with a 5-week training period, based in the classroom. Learners then participate in a 6-week work placement with a DCU campus employer. In the final 3 weeks of the course, learners reflect on their learning from this experience. They prepare personalized documents to support them in taking their next steps towards work when the course has ended.

<b>Training</b> <b>Weeks 1 to 5</b>	10am-1pm Tuesdays, Wednesdays, Thursdays September 13 <sup>th</sup> to October 13 <sup>th</sup>
<b>Placement</b> <b>Weeks 6 to 11</b>	2 to 3 mornings Tuesdays, Wednesdays, Thursdays October 18 <sup>th</sup> to November 24 <sup>th</sup>
<b>Training</b> <b>Weeks 12 to 14</b>	10am-1pm Tuesdays, Wednesdays, Thursdays November 29 <sup>th</sup> to December 15 <sup>th</sup>

*Please note that required attendance for some weeks of the course may vary in line with service closures and public holidays, for example during October midterm and in the final week of the course.*

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## 2. Course requirements

### Learner course requirements

In order to attend the course, learners will have:

- An interest in work.
- An ability to express their own work ideas and to make choices
- Availability on Tuesdays, Wednesdays and Thursdays for the duration of the course (10am to 1pm)
- Commitment to attend the course for all sessions
- Service staff availability and commitment to attend classroom and placement activities as appropriate
- Support to travel to and from DCU Glasnevin campus, or capacity to travel to campus independently
- Time to complete occasional extra coursework at their service or at home if required

*Please note, we advise that our course is designed for learners working at a QQI level 2 to 3. We regret that we are unable to consider learners who have achieved a QQI level 4 qualification or above (including LCA or supported Leaving Certificate), as the course pace and content would not offer a suitable progression for these learners.*

*We regret that learners who have completed a previous DCU Ability course (online or on campus) are also ineligible for this course.*

*Please note that learners who are currently undertaking a significant work experience at the time of the course, or a paid employment opportunity, are unlikely to be considered for this course.*

## Role and commitment of the support person

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Service staff are likely to be asked to attend the campus course to support their learner or group of learners during the course. This would also involve supporting aspects of the work experience placement as appropriate.

There will be occasional coursework that learners can complete in their own community, particularly in the final Train period of the course.

Please note that commitment to providing levels of support required will be a consideration in offering places on our course.

The DCU Ability team are not in a position to support individual learners in the classroom and on placement, due to the small size of our team.

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### 3. Course aims and objectives

	Course Objective	Course Objective (broken down)
1.	Build on knowledge and understanding of the concept of work and how it relates to daily life	To learn about what work is To learn about why I want to work
2.	Make choices about preferences in relation to work.	To think about things I would like in work
3.	To build on my understanding of my abilities and strengths	To think about things I am good at
4.	Identify and practice workplace related skills.	To practice things I am good at for work. To build on goals for the work experience.
5.	Prepare for, and undertake a work experience placement.	To get ready for work experience To do work experience
6.	Reflect on learning and insights gained during work experience placement.	To think about things I liked and didn't like at work experience
7.	To develop the tools for future work and progression	To think about what kind of work I want to try next To make my All About Me at Work and My Work Plan

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## 4. Course delivery

### Weeks 1-5 (classroom based)

Learners attend a five-week programme in class (9 hours per week) on DCU campus. This part of the course aims to develop learners' understanding about work, and of their personal skills, goals and interests relating to work. Learners also use this period to become familiar with the Ability Team and DCU campus, and to make preparations appropriate to their assigned work experience placement on campus.

### Weeks 6-11 (work experience placement on DCU campus)

Learners undertake a supported work experience placement over a 6-week period. Work experience placements are offered by a variety of employers based across 3 DCU campuses (DCU Glasnevin, All Hallows and St. Patricks). Placement hours vary based on the employers and individual abilities and support needs of learners.

Learners complete supported work experience placements. This means that placements are not shadowed, but that the DCU Ability team is available during placement hours if required. Learners are supported by the DCU Ability team in a variety of ways during this period.

### Week 12-14 (classroom based)

When learners have completed their work experience placement, they return to the classroom for the final part of the course. This part of the course focuses on building on learning gained from work experience placement and the course so far, and preparing for the next steps after DCU Ability. There is a mix of whole class activities, and 1:1 work including meetings with the team.

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## 5. Course intake process

The intake process is completed before learners start the course. The intake process aims to establish the learner's eligibility to attend DCU Ability under the programme requirements, and to gather information about the learner so that appropriate supports can be put in place to ensure they can access the course and work experience placements.

Please see a step-by-step description of the course intake process below:

### 1. Application form

(Closing date Friday 3<sup>rd</sup> June at 12pm)

Candidates who are interested in coming to DCU Ability fill in an easy read application form and return this to DCU Ability by email only. This is reviewed by the team. The Ability team may request further information by email and/or phone call with the candidate's support person additional to the application.

*\*Please note that due to very limited places on our course, it may not be possible to proceed to the next stage of the course intake with all eligible candidates.*



## 2. Communication profile and Support Person Report

A communication profile and support person reports are also sent out to the candidate and their support service for completion.

## 3. Zoom meeting with the DCU Ability team

(Week of 13<sup>th</sup> of June)

Candidates are invited to meet with the DCU Ability team to hear more about the course, and to ask questions. This offers candidates an opportunity to meet with the team, and to discuss their work interests.

## 4. Taster Session on DCU Campus

(Morning of Monday June 27<sup>th</sup>)

A group session will be scheduled for learners progressing into the next step of the course intake. Learners will have the opportunity to meet the DCU Ability team on Campus, visit the classroom and DCU facilities and meet other prospective learners. Observations of candidates will be completed during a group session.

## 5. Formal offer of the place

(Week of June 27<sup>th</sup>)

Learners will be offered a place by email and electronic letter. We would request that learners accept their course place by Friday July 1<sup>st</sup> at the latest.

## 6. Next Steps: Transition from DCU Ability

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Learners take part in a transition meeting at the end of the course, to discuss their next steps relating to work. The learner has a range of resources that they have developed and will take away at the end of the course, including:

### 1. Personal 'All About Me at Work' document

'All About Me at Work' is a document similar to a vocational profile that details learner's contact information, and their top skills, interests and ideas about work. 'All About Me at Work' is written in an accessible style using photos. It can serve as a prompt or reference document that learners can use to share important information about themselves in work, e.g. when meeting an employer. A hard copy and editable electronic version will be provided.

### 2. Personal 'My DCU Ability Story' booklet

'My DCU Story' is a photo and comment record of each learner's work over the course.

### 3. 'Next Steps' Toolkit (Learner resource pack and Support person guide)

The 'Next Steps' toolkit provides a continuation from the course. The toolkit focuses on finding opportunities which can increase the learner's experience of work, enhance skills for work and move closer to paid employment if this is the learner's goal. It consists of a Support Person Guide and Learner Resource Pack. Further interventions can be provided in the future where appropriate by the DCU Ability team.

### 4. Accessible CV document

### 5. DCU work experience reference and course letter of support

### 6. DCU Ability Certificate of completion and small memento

## 7. How to apply and further information

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DCU Ability will run a course information session for learners on **Monday May 30th at 12pm**. If you are interested in attending with your learner, please email the team at [ability@dcu.ie](mailto:ability@dcu.ie)

Interested learners should complete the 'I want to do the course' application form. This form is available by email or on the DCU Ability website:

<https://www.dcu.ie/ability/how-apply>

Please note, the form is a 'fillable PDF', which means you can download it and fill it out using Adobe Acrobat reader, or you can print it and scan/ send a photo of the completed form. Completed forms should be sent to the Ability email address:

[ability@dcu.ie](mailto:ability@dcu.ie)

The DCU Ability team is available to respond to queries, and to offer further information and support about the course:

Iara Faria Synnott, senior occupational therapist: [iara.synnott@dcu.ie](mailto:iara.synnott@dcu.ie)

Mary Petrie, specialist tutor: [mary.petrie@dcu.ie](mailto:mary.petrie@dcu.ie)

Schira Reddy, careers advisor: [schira.reddy@dcu.ie](mailto:schira.reddy@dcu.ie)

**DCU Ability**  
[dcu.ie/ability](http://dcu.ie/ability)  
[ability@dcu.ie](mailto:ability@dcu.ie)

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