

Certificate Specification NFQ Level 4

Office Skills 4M2070

1. Certificate Details

Title	Office Skills
Teideal as Gaeilge	Scileanna Oifige
Award Class	Major
Code	4M2070
Level	4
Credit Value	90
Purpose	The purpose of this award is to enable the learner to develop the relevant knowledge, skills and competence in a broad range of office skills which enable employment, under direct supervision, in a general office, or progression to further education or training.
Statements of Knowledge, Skill and Competence	Learners will be able to:
Knowledge	
<i>Breadth</i>	Demonstrate a broad range of knowledge related to office skills, organisation, personal and interpersonal skills.
<i>Kind</i>	Demonstrate knowledge of some theoretical concepts and abstract thinking relevant to working in an office including a concrete understanding of computer, personal, interpersonal, and general office skills.
Know How & Skill	
<i>Range</i>	Demonstrate a moderate range of skills and tools used in an office environment.
<i>Selectivity</i>	Select appropriate procedures from known solutions to solve a variety of predictable general office problems.
Competence	

<i>Context</i>	Apply general office skills, and personal and interpersonal skills, following prescribed health and safety procedures, in a range of familiar and unfamiliar office contexts.
<i>Role</i>	Demonstrate good personal, interpersonal and office skills, and quality awareness in a supervised environment.
<i>Learning to Learn</i>	Take responsibility for personal learning, time management, study skills, research skills, report writing, health and safety, and quality of work in a structured context.
<i>Insight</i>	Reflect on personal performance and learning to inform self understanding when working in an office.

The learning outcomes associated with this award are outlined in the associated Component Specifications.

Access	To access programmes leading to this award the learner should have reached the standards of knowledge, skill and competence associated with the preceding level of the National Framework of Qualifications. This may have been achieved through a formal qualification or through relevant life and work experience.
Transfer	Achievement of this award will enable the learner to transfer to other appropriate programmes leading to awards at the same level of the National Framework of Qualifications.
Progression	Achievement of this award will enable the learner to progress to other appropriate programmes leading to awards at the next or higher levels of the National Framework of Qualifications.
Progression Awards	Learners who successfully complete this award may progress to a range of different awards.
Grading	Pass Merit Distinction The grade achieved will be determined by the grades achieved on the components

2. Certificate Requirements

The total credit value required for this certificate is 90. This will be achieved by completing:

Award Code	Title	Level	Credit Value
All of the following component(s)			
4N0689	Communications	4	15
4N1116	General Office Skills	4	10
4N1108	Business English	4	5

A minimum credit value of 5 from the following components

4N1987	Mathematics	4	10
4N2138	Functional Mathematics	4	5
4N2279	Business Calculations	4	10

A minimum credit value of 10 from the following components

4N1125	Information Technology Skills	4	10
4N1123	Word Processing	4	10
4N1120	Spreadsheets Methods	4	10
4N1115	Database Methods	4	10
4N1112	Computer Applications	4	10

A minimum credit value of 20 from the following components

4N1989	Customer Service	4	10
4N1867	Reception Skills	4	10
4N2267	Bookkeeping and Accounts	4	10
4N1113	Data Entry	4	10

A minimum credit value of 15 from the following components

4N21060	Career Preparation and Planning	4	15
4N1168	Work Experience	4	15
4N1170	Work Practice	4	15

The remaining credit value of 10 can be obtained by using vocationally relevant component(s) from level 4. A maximum of 10 credits may be used from either level 3 or level 5.

3. Supporting Documentation

None

4. Specific Validation Requirements

There are no specific validation requirements for this award

5. Europass Certificate Supplement

The Europass Certificate Supplement for this award can be accessed at: www.qqi.ie.

6. FET Award Standards

QQI award standards are determined within the National Framework of Qualifications (NFQ), <http://www.nfq-qqi.com>. QQI determines standards for the education and training awards that it makes itself and that are made by providers to whom it has delegated authority to make an award. Providers offering programmes leading to QQI awards **must** have their programme(s) validated in accordance with current validation policy (see www.qqi.ie).

Award standards are designed to be consistent with the NFQ's award classes i.e. major, special purpose, supplemental and minor awards. They are expressed in terms of **learning outcomes** i.e. concise statements of what the learner is expected to know or be able to do

in order to achieve a particular award. Learning outcomes for QQI awards are contained within the associated specifications:

AWARD CLASS	STANDARDS	AWARDS
Major Award	Certificate Specification	Certificate (Levels 1 to 5) Advanced Certificate (Level 6)
Supplemental Award	Supplemental Specification	Supplemental Certificate (Level 3 to 6)
Special Purpose	Specific Purpose Specification	Specific Purpose Certificate (Levels 3 to 6)
Minor Award	Component Specification	Component Certificate (Levels 1 to 6)

Award standards are thresholds, they describe standards of knowledge, skill or competence to be acquired, and where appropriate, demonstrated, by a learner before an award may be made.

Award standards will be reviewed from time to time as necessary. Minor changes may be made by the QQI executive outside the review cycle where necessary. Changes to standards are published on QQI's website. Providers with validated programmes and providers with delegated authority to make awards are responsible for monitoring relevant standards and making necessary responses to changes.

7. FET Credit

Every FET certificate and component specification includes an FET credit value (Table 1). FET credit is quantified in multiples of 5 FET credits (up to 50 hours of learner effort). Learner effort is based on the time taken by typical learners at the level of the award to achieve the learning outcomes for the award. It includes all learning time involved including: guided learning hours, self-directed learning and assessment.

Table 1: FET Credit Values

NFQ Level	Major Awards Credit Values	Default Credit Values Minor Awards	Other Permitted Minor Award Credit Values	Special Purpose and Supplemental Award Credit Value Ranges
1	20	5	10	
2	30	5	10	
3	60	10	5,20	>5 and <60
4	90	10	5,15,20	>5 and <90
5	120	15	5,10,30	>5 and <120
6	120	15	5,10,30	>5 and <120

Guide to Level

Independence is the hallmark of this level. Learning outcomes at this level correspond to a growing sense of responsibility for participating in public life and shaping one's own life. The outcomes at this level would be associated with first-time entry to many occupational sectors.

Strand	Sub-strand	Nature of learning
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Knowledge	Breadth	Broad range of knowledge
	Kind	Mainly concrete in reference and with some elements of abstraction or theory
Know How & Skill	Range	Demonstrate a moderate range of practical and cognitive skills and tools
	Selectivity	Select from a range of procedures and apply known solutions to a variety of predictable problems
Competence	Context	Act in familiar and unfamiliar contexts
	Role	Act with considerable amount of responsibility and autonomy
	Learning to Learn	Learn to take responsibility for own learning within a supervised environment
	Insight	Assume partial responsibility for consistency of self-understanding and behaviour

Extract from 'Determinations for the Outline National Framework of Qualifications': NQAI