

# Skills for Work

Basic education for working and living

**Reference Code** :

**Programme Title** :

**Contractor** :

**Region** :

**Start Date** :

**Finish Date** :

**Workplace Basic Education - Training Proposal**

Reference Code	
Training Proposer	
Contact Details	
Company Identified	
Company Address	
Telephone	
Date of Meeting with Company	
Proposal Date	

**1. Company profile**

Number of Employees	
Nature of Business	
Additional Info	

**2. Needs Analysis**

Needs Identified	
Needs Relate to:	

**Participant Profile**

	Name	M/F	Age Band	Educational Level	Job Type Mgmt/G.O.	PPS No.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**3. Description of Programme**

Programme Title	
Course Duration	
Number of Training Hours	
Proposed Start Date	
Proposed Finish Date	
Training Location	
Company Release	
Progression	
Course Objectives	
Course Outline	<ul style="list-style-type: none"> <li>• Listening and Speaking</li> <li>• Understanding Verbal and Non-Verbal Communication</li> <li>• Recognising Words</li> <li>• Finding Key Information</li> <li>• Understanding Meaning and Purpose of Text</li> <li>• Writing Words and Organising the Flow and Sequence</li> <li>• Using Different Forms of Writing</li> <li>• Using the Rules of Writing</li> </ul>

**4 Certification**

**5. Management and Evaluation of Programme**

**6. Trainer**

Trainers Name	
Training Organisation Name	

**7. Costing of programme**

Description	Cost
Delivery Cost (Tutor, Guest Speaker, Travel Expenses )	
Materials	
Venue & Overheads	
Management & Administration (Co-ordination etc)	
Certification / Accreditation	
<b>Sub Total : per course;</b>	
<b>Total: Courses</b>	

**8. Innovation**

**9. Conclusion**

Signed by Proposer: \_\_\_\_\_

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