

## Starting a course - FÁS Training

Read the text in the box and then answer the questions that follow.

### Nadia's FÁS Course

Nadia has been accepted for a course in Computers in FÁS. This course is called ECDL which stands for European Computer Driving Licence. The course is 12 weeks long and she will study, Microsoft Word, Excel, Access, PowerPoint and the Internet and Email. While she is at the Training Centre, FÁS will pay her a training allowance, according to her situation. At the end of the course Nadia will have to find a company to accept her for work experience. While she is on work experience, FÁS will continue to pay her a training allowance. This work experience period is very valuable for students as it helps them to understand working procedures and prepares them for work in a practical way. Very often trainees are offered a job in their placement company, if they show that they are satisfactory and good at their work.

1. What do the letters ECDL stand for?

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2. What Microsoft packages will she study?

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3. What is Microsoft Excel and what is it used for?

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4. What is Microsoft Access and what is it used for?

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5. What is Microsoft PowerPoint and what is it used for?

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6. How will Nadia support herself financially while she is on the course?

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7. What is work experience?

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8. Why is work experience so important?

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9. What kind of work will Nadia be able to apply for when she is finished the course?

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10. What should Nadia do if she wants to continue her studies after she gets her ECDL certificate?

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**Now read about Nadia’s first day at the training centre.**

**Nadia’s First Day in FÁS**

Nadia’s class starts at 8.30 and finishes at 3.45. She has 30 minutes for lunch. When she arrived she registered with one of the administration staff and then she was met by her instructor and brought with her classmates to her classroom. There were 17 other students in her class, six men and eleven women. Nadia discovered that six other students were not Irish but came from all over the world. Her first reaction was one of relief because she was worried that she would be the only student who would have problems with English. Nadia is from Ukraine and arrived in Ireland two years ago. Her English is quite good but sometimes she has difficulty understanding because Irish people seem to speak very fast. Also, some regional accents can be difficult to understand.

The instructor explained that their first day would be an induction day, where they would find out about FÁS and about what was expected of them on the training course.

All students have to sign a code of conduct, have to be aware of health and safety regulations and of the procedures for sick leave and lateness.

1. What would you expect on an induction day?

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2. What is a code of conduct and what would you expect it to contain?

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3. What type of behaviour is acceptable at home or with family and friends but unacceptable in a training environment?

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4. List some aspects of people's behaviour that would be inappropriate in a classroom with other students who are trying to study.

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5. What would you expect your instructor to do if a student was behaving badly, was rude or abusive?

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6. Can you think of any situation where a student should be asked to leave a course?

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