



# COURSE PROSPECTUS

2021 – 2022

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FURTHER EDUCATION AND  
TRAINING SERVICES

*Excellence through Education and Training*



*Excellence through  
Education and Training*

## Fáilte go dtí Bord Oideachais agus Oiliúna Laoise agus Uíbh Fhailí 2021 – 2022

### Welcome to Laois and Offaly Education and Training Board 2021 - 2022

Laois and Offaly ETB Further Education and Training (FET) Service continues to expand to meet the needs of FET learners in our region.



We are committed to providing the most up to date teaching and learning facilities and resources ensuring all learners have the best possible chance of realising their learning goals, be they progressing to employment or advancing to Higher Education.

Our provision has been strategically aligned to the growth sectors in Laois and Offaly including Bio-pharma and Med-tech, Construction, Engineering, Healthcare, Manufacturing and Services.

Our strategy focuses on increasing access for learners by developing integrated centres across the region with a wide range of courses and learner supports such as guidance on site. Blended and online learning options are now available and further developing each learner's digital skills is a key component of our approach.

We have further developed our services to employers in the region. Our Enterprise Support team works with employers and employees enhancing their business through LEAN management processes and providing relevant upskilling opportunities.

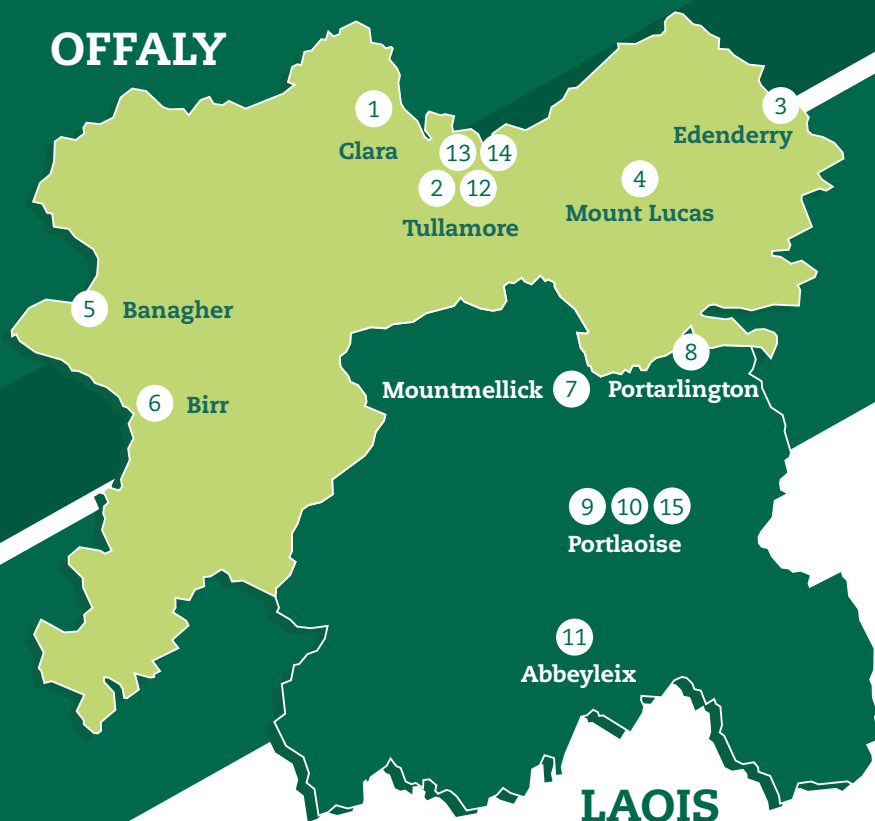
In 2020, over 1,350 learners progressed directly to employment from LOETB FET courses, with another 7,000 progressing to the next FET level or onto Higher Education. LOETB has developed a new Third Level agreement between Athlone Institute of Technology and Institute of Technology Carlow.

Contact us now and find the course that suits you.

A handwritten signature in black ink, which appears to read 'Tony Dalton'.

**Tony Dalton**  
*Director of Further Education and Training*

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### Laois and Offaly Education and Training Board

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# Our Response to COVID-19

LOETB's response to the COVID-19 outbreak has primarily been motivated by the organisation's duty of care to its learners and staff, while observing best practice and abiding by HSE guidelines. The following are just some of the measures that we have taken to reduce the impact of COVID-19 in our centres:

## Social Distancing

- ✓ All LOETB facilities will operate at a reduced capacity, with fewer numbers in our centres and classrooms.
- ✓ Centres will be reconfigured in order to appropriately manage the movement of staff and learners throughout.
- ✓ Classrooms will be reconfigured to ensure that learners are spaced the appropriate distance apart, as per HSE social distancing.

## Cleaning, Hygiene & PPE

- ✓ All LOETB Centres and classrooms will undergo regular cleaning each day in order to guarantee the safety of our staff and learners.
- ✓ All LOETB Centres will be equipped with the appropriate PPE and hygiene equipment to facilitate staff and learners to practice the appropriate hygiene etiquette.
- ✓ All LOETB Centres will now display the appropriate signage to remind staff and learners about the measures they can take to prevent the spread of Covid19.

## Online & Blended Learning Approach

- ✓ Level 5 and 6 courses will be provided via a blend of face to face and online learning for the 2021/2022 academic year.
- ✓ LOETB will provide learners with an introduction to online learning at the beginning of their course, as well as ongoing supports throughout the academic year.
- ✓ Assessments, where appropriate, will also be conducted online.
- ✓ Admissions for all LOETB Courses can now be conducted online and via telephone.
- ✓ LOETB's Adult Guidance Service are now contactable remotely for appointments and information about all local and national courses, refer to page 156 for contact details.

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# HOW TO APPLY FOR A COURSE



## Applying for a course is simple!

- You can get in touch with the appropriate contact person detailed in the course information section and they will be able to send you an application form or direct you to their specific Centres' online application form.
- You can apply online via the FETCH website [www.fetchcourses.ie](http://www.fetchcourses.ie).
- If you are in receipt of a Department of Employment Affairs and Social Protection (DEASP) payment, your DEASP Intreo Officer will be able to refer you directly.

Finally, if you have any difficulties with any of the above routes, please get in touch with our Adult Educational Guidance Team:

**Laois - T: 057 8672963   Offaly - T: 057 9351506   E: [guidanceinfo@loetb.ie](mailto:guidanceinfo@loetb.ie)**

# SKILLS TO ADVANCE

Skills To Advance aims to equip employees with the skills to progress in their current job, or to take advantage of new job opportunities.

The Skills to Advance initiative provides upskilling and reskilling opportunities to employees. The provision equips employees with the skills they need to progress in their current role or to adapt to the changing job market.

LOETB's Enterprise Support Team works closely with micro, small and medium-sized enterprises to identify skills needs and provide highly subsidised – often fully funded – upskilling programmes that specifically respond to those skills gaps in Laois and Offaly.

## A Sample of Current Programmes:

- **Lean Management:** Green & Yellow Belt, Quality Manufacturing Practice, Agile Project Management
- **Digitalisation:** ECDL/MOS, Digital Marketing, Industrial Electrical Systems
- **Business:** Personal Development, Train the Trainer, Supervisory Management, Conflict Management, Change in the Workplace
- **Health and Social Care:** Care Skills, Care Support, Infection Prevention and Control, Introduction to Cleanroom Operations
- **Leading Remote Teams:** QQI Level 6 Remote Project Management Certification and a Grow Remote Digital Badge. This online programme aims to upskill managers to lead their teams in a remote environment.
- **Remote Work Ready:** QQI Level 5 Customer Service Certification and a Grow Remote Digital Badge. This online programme aims to upskill employees who are in a remote role or transitioning to a remote role.

LOETB's Skills To Advance provision is enhanced by guest speakers, one to one support sessions with tutors and work based projects.

*Funding is available for eligible participants.*

**For further information, both employers and employees should contact:**

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# SKILLS FOR EMPLOYMENT

*LOETB develops and delivers Traineeships and Specific Skills Training programmes, working in partnership with industry representatives and employers. Programmes offer accredited training in skills that are valued and required by industry, combine technical skills development with work-based learning with at least 30% of Traineeships based in the workplace.*

## **IT Systems Engineer Traineeship: Tullamore, June 2021**

LOETB is currently partnering Acetech - a Global Manufacturer of Vehicle Intelligence for Emergency Service & Public Safety Vehicles - in the provision of an 'IT Systems Engineer Traineeship'. Learners will gain certification and industry-based experience in areas such as computer hardware, operating systems, networking, cloud based systems, databases and Software engineering.

## **Welding and Fabrication, Mountrath, July 2021**

The programme will enable the trainee to acquire the knowledge, skills and competence to work in Fabrication - basic skills, manual metal arc welding, TIG welding, MIG welding and to develop their attitudes, personal effectiveness and job seeking skills which will enable them to obtain employment as welders/fabricators

## **Bicycle Mechanic Engineering Traineeship, Kilmac, July 2021**

The aim of the Bicycle Engineer Traineeship is to provide people with the skills to gain employment as a professional bicycle maintenance engineer, which also covers the maintenance of E-Bicycles. Trainees will achieve a Mechanical Engineering qualification utilising the design and manufacture of a bicycle- including frame design and build, welding, brazing, wheel building and frame geometry. After successful completion of the mechanical engineering certificate, learners will be given the opportunity to continue their studies in the manufacturing process towards a full City and Guilds Mechanical Engineering in Manufacturing Diploma.

## **Sustainable Living Skills – Community Food Forest, Ferbane, July 2021**

Part of LOETB's focus on Sustainable Development as a pathway for the rural regeneration of peatland communities this programme combines skills for the green economy with practical application that benefits the local landscape. The trainee will gain QQI accreditation in Plant, Identification, Care and Maintenance /Growing Fruit/ and a Work Practice module that offers the trainee the opportunity to participate in a community initiative that will enhance the area's biodiversity and contribute to its regeneration

## **Microsoft Technology Associate (MTA), Online, July 2021**

Tech certification demand is at an all-time high and Microsoft certifications are an asset within the IT industry no matter where you are in your career. They can make all the difference in creating new opportunities, changing the course of your career, getting promoted, and increasing your salary. The (MTA) certification is one of the most fundamental, critical options for everyone who is just emerging in the broad world of IT. LOETB is offering MTA Certified Programmes in the following:

**Introduction to Infrastructure – Servers & OS /Introduction to Infrastructure – Networking/  
Introduction to Infrastructure – Security & Networking/ Introduction to Infrastructure –  
Databases**

## **Remote Work Ready, Online throughout 2021**

Remote Working brings many benefits: Live and work locally/ No commute/ Access to careers in companies regardless of where you live/ Jobs with better pay and benefits. To gain these benefits you need the skills of remote working for success in your job hunt. The Remote Work Ready course prepares you for the future of work, helps you to gain a competitive edge and find the job you want.

# SKILLS FOR EMPLOYMENT

## **HGV Traineeship, Tullamore and Portlaoise, July 2021**

This new and exciting 29 week full time programme is ideal for those who wish to embark on a career as a HGV driver. Successful learners will be skilled as Class C licensed drivers of Heavy Goods Vehicles with Rigid Bodies and Driver CPC - Certificate of Professional Competence, together with other relevant qualifications and the programme includes integrated work placement in suitable transportation companies.

The aim of the course is to provide learners with the skills and related knowledge in the rules of the road, driving a heavy goods vehicle – rigid body, care and maintenance of the vehicle, loading and unloading the vehicle, customer care and documentation and to develop personal effectiveness and job seeking skills.

There is a national need for professional drivers and this programme will equip learners with the skills to gain employment driving rigid body heavy goods vehicles. This traineeship was developed in response to industry needs and participants should have an interest in gaining employment in this industry.

A full Category B Driving Licence is required to start the programme and an Irish learner permit for Category C is desirable.

### **For further information contact:**

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# SKILLS TO COMPETE

*LOETB is to the forefront of the Skills to Compete National skills activation initiative, giving those who lost their jobs as a result of COVID-19 the Skills to Compete if they are unable to regain their previous employment.*

LOETB **Skills To Compete** provision includes the three key strands of Further Education and Training provision:

- **Transversal Skills** development to help employability in any sector that will be integrated into all provision – from resilience to leadership and positive mental health to personal and professional development
- **Digital Skills** that are now required for almost every job – from digital literacy to sought after industry recognised and valued IT Accreditation
- **Specific Skills** provision at Levels 4-6 targeting growth sectors and occupations- Remote Working, Retrofitting, HGV Driving, Frontline Lean Leadership and Lean Management, Renewable Energies – Solar PV/ Micro Generator- Micro PV, IT Sector

Every programme offers tailored advice and support to each learner.

This training also aligns with skills requirements of rural midland communities transitioning from peat and carbon intensive activities towards more sustainable economic activities and prepare them to harness drivers of future change.

**For further information, please contact**

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# GENERATION APPRENTICESHIP

[www.apprenticeship.ie](http://www.apprenticeship.ie)

LOETB is responsible for the administration and management of the apprenticeship programme within Laois and Offaly.

Apprenticeship is a recognised means by which people are trained whilst leading to rewarding careers, with learning grounded in the practical experience of undertaking a real job.

Apprenticeships in Ireland are:

- Industry-led by consortia of industry and education partners
- Lead to an award at Levels 5 to 10 on the National Framework of Qualifications (NFQ)
- Between 2-4 years in duration
- Minimum 50% on-the-job learning
- Flexible delivery – online, blended, off-the-job learning in increments/blocks
- Apprentices are employed under a formal contract of apprenticeship
- The employer pays the apprentice for the duration of the apprenticeship\*
- \*For apprenticeships in place prior to 2016 the State pays a training allowance to apprentices during off-the-job training phases

An apprentice can 'earn-and-learn' on the job. Craft Apprenticeships generally comprise of seven phases - three off the-job and four on-the-job, and normally take a minimum of 4 years.

### Who can undertake a craft apprenticeship?

Anyone who is 16 years or over, with a minimum of Grade D in five subjects in the Junior Certificate examination or an approved equivalent.

What type of apprenticeships are on offer to learners?

There are 27 craft trades available including:

- Carpentry & Joinery
- Electrical
- Plumbing
- Motor Mechanics

New Occupational Apprenticeships are a minimum of 2 years, ranging from Levels 5-9, and have been proposed by the Apprenticeship Council in response to demand for skills in the areas of;

- Software Development
- Medical Devices
- Financial Services
- Insurance
- Accountancy
- Hospitality

A full list of all apprenticeships on offer can be found on [www.apprenticeship.ie](http://www.apprenticeship.ie)



**Apprentices Graduation**

### CONTACT

Sandra Doyle, Senior Training Advisor  
Mob: 085 8598413  
E: [sdoyle@loetb.ie](mailto:sdoyle@loetb.ie)

Mary Leech, Senior Training Advisor  
Mob: 087 1463092  
E: [mleech@loetb.ie](mailto:mleech@loetb.ie)

Caroline Spollen, Senior Training Advisor  
Mob: 085 2541789  
E: [cspollen@loetb.ie](mailto:cspollen@loetb.ie)

[www.loetb.ie/apprenticeships](http://www.loetb.ie/apprenticeships)







COURSE PROSPECTUS 2021-2022

# ABBEYLEIX

## FURTHER EDUCATION AND TRAINING CENTRE

*Centre Manager*

**Helen Kavanagh**

Mountrath Road,  
Abbeyleix, Co. Laois

T: 057 8731127

[abbeyleixfet@loetb.ie](mailto:abbeyleixfet@loetb.ie)

**General Learning (QQI Level 1)**

**Literacy Classes**

**Art and Craft (QQI Level 3)**

**General Learning (QQI Level 3)**

**General Learning (QQI Level 4)**

**Art, Craft & Design (QQI Level 5)**

**Art with Animation (QQI Level 5)**

**Business Studies with IT & Accounting  
(QQI Level 5)**

**Healthcare Support (QQI Level 5)**

**Business Studies with Finance &  
Insurance (QQI Level 5)**

**Advanced Art (QQI Level 6)**

**Business Management with Advanced IT  
(QQI Level 6)**

# ABBEYLEIX



## FURTHER EDUCATION AND TRAINING CENTRE

### General Learning (QQI Level 1) **PART TIME**

*This part-time course is for people who are interested in developing basic literacy and numeracy skills. This course would suit people with disabilities or those who need additional support. Modules offered will vary from year to year.*

**Modules** Reading | Writing | Quantity and Number | Setting Learning Goals | Visual Art | Craft

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 1.5 hours, one morning per week - September 2021 to May 2022

**Contact** Catherine Lisa on 05786 61338 or email [ctynan@loetb.ie](mailto:ctynan@loetb.ie)

**Fee** There is no fee for this course.

### Literacy Classes **PART TIME**

*Literacy classes are suitable for adults who need to improve their reading, writing and spelling. Classes can be provided in small group settings at times that suit the learners.*

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** Offered morning, afternoon or evening

**One-to-one** 1 hour per week

**Small group session** 2 hours per week

**Contact** Catherine Lisa on 05786 61338 or email [ctynan@loetb.ie](mailto:ctynan@loetb.ie)

**Fee** There is no fee for this course.

### Art and Craft (QQI Level 3) **PART TIME**

*This part-time course introduces many aspects of art and design, including sketching, painting and craft making. This is a basic art course that is ideally suited to those who wish to return to education and improve their literacy skills and confidence in a practical environment. Modules offered will vary from year to year.*

**Modules** Art and Design | Pyrography | Drawing

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 1.5 hours, one morning per week - September 2021 to May 2022

**Contact** Catherine Lisa on 05786 61338 or email [ctynan@loetb.ie](mailto:ctynan@loetb.ie)

**Fee** There is no fee for this course.

### General Learning (QQI Level 3 - 3M0874) **PART TIME**

*This part-time course is for early school leavers and have been out of education for a long time. The course aims to improve their literacy and IT skills and to help them progress to Level 4 General Learning. Modules offered will vary from year to year.*

**Modules** Maths | Communications | Personal Effectiveness | Word Processing | Internet Skills | Art & Design

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 2.5 hours, one morning per week - September 2021 to May 2022

**Contact** Catherine Lisa on 05786 61338 or email [ctynan@loetb.ie](mailto:ctynan@loetb.ie)

**Fee** There is no fee for this course.

### General Learning (QQI Level 4 - 4M2010) **FULL TIME**

*This major award is suitable for early school leavers or learners returning to education who would like to explore further study options. This learning opportunity is designed to link the learner to further studies at QQI Level 5 or Leaving Certificate.*

**Modules** Communications | Functional Maths | Information Technology Skills | Personal Effectiveness | Healthcare | Craft - Upholstery & Pyrography | Design | Painting | Plant Identification Care & Maintenance | Work Experience

**Entry Requirements** All applicants must complete an interview and an online assessment.

**Progression Options** Successful completion of this programme facilitates the learner in moving to other programmes within the centre.

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – commencing September 2021

**Contact** Helen on 057 8731127 or email [abbeyleixfet@loetb.ie](mailto:abbeyleixfet@loetb.ie)

**Fee** €100 non-refundable centre registration fee. Learners must be eligible under the VTOS Scheme – refer to page 161.

### Art, Craft & Design (QQI Level 5 - 5M1984) **FULL TIME**

*The Art, Craft and Design major award offers learners the opportunity to explore the varied aspects of fine art and craft. Over the year learners develop and enhance basic skills in drawing and design and transfer these skills into other areas of study such as ceramics, painting, and combined materials amongst others. The learner will finish the year with a comprehensive range of skills and a professional portfolio of work. They will also take part in a group exhibition where they get the opportunity to exhibit their work professionally*

**Modules** Drawing | Design Skills | Ceramics | Work Experience | Communications | Combined Materials | Embroidery | Painting | Appreciation of Art, Craft & Design

**Entry Requirements** Leaving Certificate or equivalent standard of education or relevant life experience. All applicants must complete an interview and online assessment. Good drawing skills are essential.

**Progression Options** Learners who successfully complete this programme may have the option to continue their studies in the Centre progressing to the Advanced Art QQI Level 6 programme. The QQI Level 5 Major Award facilitates entry, on a competitive basis, to a range of third level institutions. Graduates can apply for any art/design course in the Institutes of Technology, NCAD or abroad with a quality portfolio.

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – commencing September 2021

**Contact** Helen on 057 8731127 or email [abbeyleixfet@loetb.ie](mailto:abbeyleixfet@loetb.ie)

**Fee** Refer to pages 161 and 162 for information on VTOS/PLC fees. Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

### Art with Animation (QQI Level 5 - 5M1985) **FULL TIME**

*The Art with Animation course offers students the opportunity to explore the animation industry and to develop skills needed for this area. Alongside the fundamental skills such as drawing and painting, students also study subjects specific to animation. The student will complete this course with a comprehensive range of skills and a professional portfolio of work.*

**QQI Award Code** 5M1985 (Certificate in Art)

**Modules** Drawing, Work Experience, Communications, Painting, Art Appreciation, Sculpture, Animation Layout Design, Animation Drawing Studies, 3D Modelling and Animation.

**Entry Requirements** Leaving Certificate or equivalent standard of education. Successful completion of interview and online assessment. Applicants are also requested to present samples of their work. Good drawing skills are essential.

**Progression Options** Students who successfully complete this Level 5 course may have the option to continue their studies at the Centre, progressing to our QQI Level 6 Advanced Certificate in Art. Students can apply to any third level art course to further their studies. Degrees in Animation are currently offered by LSAD, AIT and IADT.

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days a week, over 1 year – commencing September 2021.

**Contact** Helen on 057 8731127 or email [abbeyleixfet@loetb.ie](mailto:abbeyleixfet@loetb.ie)

**Fee** Refer to pages 161 and 162 for information on VTOS/PLC fees. Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

## Business Studies with IT & Accounting (QQI Level 5 - 5M2102) **FULL TIME**

**NEW  
COURSE**

*This course offers a wide range of subjects providing students with the opportunity to gain an in-depth knowledge of the dynamic world of business. It provides the chance to obtain up to date IT skills and knowledge of e-business relevant for the modern work environment. It also provides students with the ability to produce financial statements, using the most up to date accounting software.*

**Modules** Business Administration | Accounting Manual & Computerised | Communications, Work Experience | Word Processing | Spreadsheet Methods | e-Business Studies | Payroll | Statistics.

**Entry Requirements** Leaving Certificate or equivalent standard of education or relevant life experience. All entry is subject to interview and online assessment. Good basic computer skills.

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days a week, over 1 year – commencing September 2021. Part-time option may be offered over 2 years.

**Contact** Helen on 057 8731127 or email [abbeyleixfet@loetb.ie](mailto:abbeyleixfet@loetb.ie)

**Fee** Refer to pages 161 and 162 for information on VTOS/PLC fees. Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

**Progression / Employment Options** Students who successfully complete this Level 5 course have the option to continue their studies at the Centre, progressing to the QQI Level 6 Advanced Certificate in Business. The QQI Level 5 Certificate facilitates entry, on a competitive basis, to a range of third-level institutions nationwide. Further details are available from the relevant institutions. Some employment opportunities include insurance, financial services, setting up your own business, administration, customer service, accounts payable clerk, accounts receivable clerk, or other areas of business in both the public and private sectors.

## Healthcare Support (QQI Level 5 - 5M4339) **FULL TIME**

*This major award provides learners with the knowledge and experience to obtain future employment in the health services, hospitals, nursing homes, or in the community.*

**Modules** Care Support | Safety & Health at Work | Care Skills | Work Experience | Palliative Care Support | Communications | Intellectual Disability Studies | Care of the Older Person | Infection Prevention & Control | Emergency First Response Training: Pre-Hospital Emergency Care Council (PHECC) approved

**Entry Requirements** Leaving Certificate or equivalent standard of education or relevant life experience. All applicants must complete an interview and an online assessment.

**Progression Options** Successful graduates will be able to obtain employment as healthcare workers in hospitals, nursing homes, community day services and as home-help support.

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – commencing September 2021

**Contact** Helen on 057 8731127 or email [abbeyleixfet@loetb.ie](mailto:abbeyleixfet@loetb.ie)

**Fee** Refer to pages 161 and 162 for information on VTOS/PLC fees. Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

### Business Studies with Finance & Insurance (QQI Level 5 - 5M0828) **FULL TIME**

**NEW  
COURSE**

*This course offers a wide range of subjects that provide students with the opportunity to gain knowledge in many areas of business and particularly in the areas of financial services and insurance. It provides students with the ability to produce financial statements, using the most up to date accounting software. It also provides the chance to obtain up to date IT skills necessary for a business environment.*

**Modules** Business Administration | Accounting Manual & Computerised | Communications | Work Experience | Financial Services | Insurance & Banking | Spreadsheet Methods | Word Processing | Statistics

**Entry Requirements** Leaving Certificate or equivalent standard of education or relevant life experience. All entry is subject to interview and online assessment. Good basic computer skills.

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days a week, over 1 year – commencing September 2021. Part-time option may be offered over 2 years.

**Contact** Helen on 057 8731127 or email [abbeyleixfet@loetb.ie](mailto:abbeyleixfet@loetb.ie)

**Fee** Refer to pages 161 and 162 for information on VTOS/PLC fees. Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

**Progression / Employment Options** Students who successfully complete this Level 5 course have the option to continue their studies at the Centre, progressing to the QQI Level 6 Advanced Certificate in Business. The QQI Level 5 Certificate facilitates entry, on a competitive basis, to a range of third-level institutions nationwide. Further details are available from the relevant institutions. Some employment opportunities include insurance, financial services, setting up your own business, administration, customer service, accounts payable clerk, accounts receivable clerk, or other areas of business in both the public and private sectors.

## Advanced Art (QQI Level 6 - 6M4029) **FULL TIME** [Links to 3rd Level](#)

*This full time Advanced Certificate offers learners the opportunity to further develop their creative talents, exploring a specialised range of creative subjects based on professional practice. Learners complete four business-based modules which gives them a comprehensive understanding of the business of art. As part of the course they will complete the necessary paperwork to allow them to professionally apply for Percent for Art Schemes, exhibitions, residencies etc.*

**Modules** Painting | Drawing | Combined Materials | Sculpture | Work Experience | Communications | History & Appreciation of Art & Design | Fabric Manipulation | Ceramic Craft Skills

**Entry Requirements** Completion of QQI Level 5 Art, Craft and Design. All applicants must complete an interview and an online assessment.

**Progression Options** Completion of the Level 6 Art Major Award allows learners to apply directly for advanced entry to 2nd year of the BA in Design (Ceramics, Sculpture or Combined Media) at Limerick I.T. Learners may also apply for direct 2nd year entry to GMIT, Crawford College of Art & Design, DIT, IADT and other IT colleges on completion of a full Level 6 award.

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – commencing September 2021

**Contact** Helen on 057 8731127 or email [abbeyleixfet@loetb.ie](mailto:abbeyleixfet@loetb.ie)

**Fee** Refer to pages 161 and 162 for information on VTOS/PLC fees. Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

## Business Management with Advanced IT (QQI Level 6 – 6M4985) **FULL TIME**

*This intensive one-year major award, which has been developed with Institute of Technology Carlow, will give successful learners the opportunity to progress into second year Business in IT Carlow. The main aim of this course is to provide learners with the skills and knowledge to effectively respond to everyday business situations.*

**Modules** Business Management | Spreadsheets | Communications | Applied Economics | Finance | Financial Reporting | Customer Service | Statistics | Work Experience

**Entry Requirements** QQI Level 5 Certificate in Business Administration. All applicants are subject to an interview and an online assessment.

**Progression Options** Completion of the Level 6 Business Management Certificate allows learners to apply directly for advanced entry to 2nd year of a Business course leading to an Honours Degree at IT Carlow. LIT Thurles are offering learners advanced entry to Year 2 of selected Business courses. Advanced entry is subject to agreed entry requirements. Exemptions based on QQI results have been secured with Accounting Technicians Ireland (IATI) and Business courses in the Institute of Public Administration (IPA), depending on results.

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – commencing September 2021

**Contact** Helen on 057 8731127 or email [abbeyleixfet@loetb.ie](mailto:abbeyleixfet@loetb.ie)

**Fee** Refer to pages 161 and 162 for information on VTOS/PLC fees. Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.



### Testimonial

#### Martin Dwane

Leaving Certificate Student



**Currently:** Completing an Arts & Humanities Degree in St. Patrick's College, Carlow

"Four years ago, with no job, no qualifications and no real prospects, I decided to take the daunting plunge and return to education. Besides a lack of employment opportunities, becoming a father and wanting to be a good example to my children gave me the inspiration needed to explore what options were available.

With nerves and apprehension, I enrolled at Abbeyleix FETC for their two-year Leaving Certificate programme. All anxieties soon subsided when I came to realise how much support and guidance all teachers and staff provide their adult learners. As a person who has always struggled with Maths, focused classes were arranged for myself and other learners to get as much help as we needed, just a small

example of the level of care and attention given to learners as individuals. One thing is for certain, the support I have received from the staff at Abbeyleix FETC has reopened doors I thought were closed forever."

### Learner Testimonial

Oonagh McEvoy, Business

Having spent several years at home with my children, I decided to return to education in 2015 to develop the relevant skills required to re-join the workforce. I initially studied e-Business with Digital Marketing (QQI Level 5) in Abbeyleix FETC. On completion of this course I progressed to the Business Management (QQI level 6) course in 2016. Here I not only further advanced my skills, but I developed an ambition to continue on to third level and formed what I hope are lifelong friendships.

In 2017, with the help and support of my teachers and friends in Abbeyleix FETC, I used the advanced entry links between the Centre and IT Carlow and entered 2nd year of a Bachelor of Business (Hons) in Supply Chain Management degree programme at the Institute of Technology, Carlow.

I recently completed my degree and have been accepted for a President's Research Fellowship Award, where I will be pursuing a postgraduate degree by research over the next 2 years.

I would like to extend my sincere thanks to the teachers and my dear friends in Abbeyleix FETC without whose support and encouragement I could not have realised my ambitions.



### Closing date for applications:

Friday 3rd September, 2021

Applications received after this date will only be processed subject to places being available.

[www.abbeyleixfetc.ie](http://www.abbeyleixfetc.ie) 



COURSE PROSPECTUS 2021-2022

# BANAGHER

## FURTHER EDUCATION AND TRAINING CENTRE

Centre Manager  
Brendan Pillion

Main Street,  
Banagher, Co. Offaly

T: 057 9153734  
[banagherfet@loetb.ie](mailto:banagherfet@loetb.ie)

English for Speakers of Other Languages  
Reading Workshops  
Computer Skills (QQI Level 2)  
Beginners Hairdressing (QQI Level 3)  
Word Processing (QQI Level 3)  
Construction Studies with MIG Welding  
(QQI Level 4)  
Working Towards Employment (QQI Level 4)  
Healthcare Traineeship (QQI Level 5)  
Youthreach Programme  
Taster Courses

**English for Speakers of Other Languages (ESOL) PART TIME**

*This course aims to provide the learner with the knowledge, skills and competence to communicate socially and in work-related tasks at a basic level in English.*

**Venue** Banagher Further Education and Training Centre

**Frequency** 1 evening per week, over 32 weeks – commencing September 2021

**Contact** Adrian on 057 93 49444 or email [akavanagh@loetb.ie](mailto:akavanagh@loetb.ie)

**Fee** There is no fee for this course.

**Reading Workshops PART TIME**

*Reading and writing are important life skills. Reading keeps your brain active, helps with focus and memory. Reading is knowledge and gives you confidence. If you make a habit of reading, it becomes very enjoyable. Why not join one of our classes?*

**Venue** Banagher Further Education and Training Centre

**Frequency** 1 evening per week, over 32 weeks - commencing September 2021

**Contact** Adrian on 057 93 49444 or email [akavanagh@loetb.ie](mailto:akavanagh@loetb.ie)

**Fee** There is no fee for this course.

**Computer Skills (QQI Level 2) PART TIME**

*Computers play a big role in our daily lives. This Programme is suitable for those who have a basic knowledge of computers and who would like to build on that knowledge. You will learn how to file, print and save documents; learn computer language (devices, software, applications); use software packages; access websites on the internet and become more aware of the safety issues relating to computing.*

**Venue** Banagher Further Education and Training Centre

**Frequency** 1 evening per week - September to December 2021

**Contact** Adrian on 057 93 49444 or email [akavanagh@loetb.ie](mailto:akavanagh@loetb.ie)

**Fee** There is no fee for this course.

**Beginners Hairdressing (QQI Level 3) PART TIME**

*This course is an introduction to hairdressing and is an entry point for students who wish to complete their QQI Level 5 Hairdressing or progress to Junior & Senior Trades qualifications.*

**Modules** Basin Skills | Blow Drying Hair | Roller Setting

**Venue** Banagher Further Education and Training Centre

**Frequency** 1 day per week - September 2021 to May 2022

**Contact** Ben Pillion on 085 8016195 / 0579153734 [bpillion@loetb.ie](mailto:bpillion@loetb.ie)

**Fee** There is no fee for this course.

### Word Processing (QQI Level 3) **PART TIME**

*This course will enable the learner to type, change, save, open and print documents.*

**Venue** Banagher Further Education and Training Centre

**Frequency** 1 evening per week - September 2021 to January 2022

**Contact** Adrian on 057 93 49444 or email [akavanagh@loetb.ie](mailto:akavanagh@loetb.ie)

**Fee** There is no fee for this course.

### Construction Studies with MIG Welding (QQI LEVEL 4 - 4M2010) **FULL TIME**

*Participants will gain & competencies in a range of modules including MIG Welding & will be eligible to seek employment in the construction industry*

**Modules** Concreting | MIG welding | Laying Kerbs, Flags & Paving | Floor and Wall Tiling | Work Experience | Safe Pass | NZEB Awareness

**Entry Requirements** All applicants must be 17 years or older.

**Venue** Banagher Further Education & Training Centre

**Frequency** Monday to Friday - 6 month Traineeship

**Contact** Ben Pillion on 085 8016195 / 0579153734 [bpillion@loetb.ie](mailto:bpillion@loetb.ie)  
Melinda Niland 085 8051912 [mniland@loetb.ie](mailto:mniland@loetb.ie)

**Fee** There is no fee for this course.

**Progression/Employment Options** Construction Industry

### Working Towards Employment (QQI LEVEL 4 - 4M0857) Skills for Employment **FULL TIME**

*The aim of this Local Training Initiative is to equip the learner with the skills and knowledge necessary to re-enter the labour market. On completion of this course learners will have achieved a QQI Level 4 major award.*

**Modules** Career Planning | Work Experience | Workplace Safety | Customer Service | Maths | IT Retail Sales | Communications.

**Entry Requirements** This course is aimed primarily at 16-35 year olds.

**Venue** Banagher Further Education & Training Centre

**Frequency** Monday to Friday. Commencing July 21 to Feb 22 and March 22 to Nov 22.

**Contact** Emma Gilchreest 085 8564557 [egilchreest@loetb.ie](mailto:egilchreest@loetb.ie)

**Fee** There is no fee for this course.

**Progression/Employment Options** Employment or Level 5

## Healthcare Traineeship (QQI Level 5 - 5M4339) **FULL TIME**

*This course equips learners with the necessary skills to work as care assistants in a variety of healthcare settings. There is the option of doing stand-alone modules or completing all eight modules part-time over two years to work towards a major award in Healthcare Support. To achieve the major award learners must complete 150 hours of work experience.*

**Modules** Care of the Older Person | Care Skills | Care Support | Communications | Work Experience | Safety & Health at Work | Palliative Care | Infection Prevention and Control

**Entry Requirements** All applicants are subject to an interview and an online assessment

**Venue** Banagher Further Education and Training Centre

**Frequency** Monday to Friday - September 2021 to May 2022

**Contact** Ben Pillion on 057 9153734 / 085 8016195 or email [bpillion@loetb.ie](mailto:bpillion@loetb.ie)

**Fee** There is no fee for this course.

## YOUTHREACH PROGRAMME **FULL TIME**

*Youthreach Programmes give unemployed young people between the ages of 15 and 20, who left school early, an opportunity to get a recognised qualification and the possibility to create a viable career path for themselves. A selection of modules is available in the centre for trainees to achieve a full award at QQI Level 3 with an option to progress to QQI Level 4. It also allows learners to progress to employment and/or further education or training. There is a training allowance provided. This Programme can be joined at any time throughout the year.*

### General Learning (QQI Level 3)

**Modules** Personal Effectiveness | Word Processing | Maths | Communications | Bread Pastry and Desserts | Career Preparations | Woodwork | Engineering | Word Processing

**Additional Modules** Self Employment | Pyrography | Spreadsheets | Application of Number | Health Related Fitness

### General Learning (QQI Level 4)

**Modules** Communications | Maths | Business Calculations | Personal and Interpersonal Skills | IT Skills | Work Experience | Food and Nutrition | Woodwork | Teamworking | Short Order Cookery

**Additional Modules** Tourism | Spreadsheets | Health Related Fitness | Functional Maths | Computer Applications | Digital Media Technology

### The Youthreach Programme also includes

Healthy Eating Initiative | Mindfulness | NFTE | 5 a side soccer | Craft Mosaic | Introduction to Horticulture | Music for Beginners.

# BANAGHER



## FURTHER EDUCATION AND TRAINING CENTRE

**Venue** Banagher Further Education and Training Centre

**Frequency** 5 days per week, 1-3 years

**Contact** Ben Pillion on 057 9153734 / 085 8016195 or email [bpillion@loetb.ie](mailto:bpillion@loetb.ie)

**Fee** There is no fee for this course.

### Closing date for applications:

**Part time courses: September 2021**

**Youthreach: Applications accepted all year**



## Taster Courses - Autumn 2021

Banagher Further Education and Training Centre will be offering introductory programmes in the following areas:

- Healthcare
- Haircare
- Woodwork/DIY
- Beginners guide to staying connected and improving digital skills

**Venue** Banagher Further Education and Training Centre

**Contact** Gillian 085 8054579 email [gunningham@loetb.ie](mailto:gunningham@loetb.ie)

**Fee** There is no fee for this course.

## Testimonial

### Tim Donovan

Youthreach Student



"Before I started in Banagher FETC (Youthreach) I had been absent a lot from school. I was unsure if it was going to be possible for me to continue my education and considered giving up on my dreams and leaving school. Youthreach has given me the opportunity to continue my education, achieve my goals and rebuild my confidence. It is a more forgiving and accepting environment supported by an amazing staff team. The team provide the support and understanding I need to achieve my ambitions. In my opinion, Banagher FETC is a great option for someone who is struggling in mainstream education and needs a fresh start".

COURSE PROSPECTUS 2021-2022

# BIRR

## FURTHER EDUCATION AND TRAINING CENTRE

Centre Manager  
**Eileen Kenna Quinn**

Townsend Street,  
Birr, Co. Offaly

T: 057 9121571  
birrfet@loetb.ie

Taster Programmes  
English for Speakers of Other Languages  
Reading Workshops  
Computer and Technology Skills (QQI Level 2)  
Basic Cookery Skills (QQI Level 2)  
Return to Learning Programme (QQI Level 3)  
Culinary Options/Cookery Skills (QQI Level 3)  
Basic Gardening Skills (QQI Level 3)  
Arts & Crafts (QQI Level 3)  
Culinary and Hospitality Skills (QQI Level 4)  
Business Studies (QQI Level 5)  
Horticulture (QQI Level 4)  
Access to Employment - Business, Tourism  
and IT Skills (QQI Level 4)  
Access to Employment - Office and Retail  
Skills (QQI Level 4)  
Intro to Childcare & Healthcare (QQI Level 4)  
Intro to Sport & Recreation (QQI Level 4)  
Advanced Horticulture (QQI Level 5)  
Retail Practice (QQI Level 5)  
Traineeships and Full Time Courses





## Visit Birr's new Further Education and Training Centre, Townsend Street

### Taster Programmes **PART TIME**

In Birr Further Education and Training Centre we will be offering introductory programmes in the following areas:

Gardening, Sustainability, Cookery, Budgeting, IT Skills, Social Media, Walking History Class, Sport & Recreation and Crafts.

**Venue** Birr Further Education & Training Centre

**Frequency** To be announced

**Contact** Gillian 085 8054579 email [gcunningham@loetb.ie](mailto:gcunningham@loetb.ie)

**Fee** There is no fee for these courses

## **English for Speakers of Other Languages (ESOL) PART TIME**

*This course aims to provide the learner with the knowledge, skills and competence to communicate socially and in work related tasks at an elementary level in English.*

**Venue** Birr Further Education & Training Centre

**Frequency** 1 morning or evening per week

**Contact** Adrian 0579349424 email akavanagh@loetb.ie or Birr FETC on 0579121571 email birrfet@loetb.ie

**Fee** There is no fee for this course.

## **Reading Workshops PART TIME**

*Reading and writing are important life skills. Reading keeps your brain active, helps with focus and memory. Reading is knowledge and gives you confidence. If you make a habit of reading, it becomes very enjoyable. Why not join one of our classes?*

**Venue** Birr Further Education & Training Centre

**Frequency** Monday evening & Thursday morning

**Contact** Adrian 0579349424 email akavanagh@loetb.ie or Birr FETC on 0579121571 email birrfet@loetb.ie

**Fee** There is no fee for this course.

## **Computer and Technology Skills (QQI LEVEL 2) PART TIME**

*Computers play a big role in our daily lives. This course is suitable for those who have a basic knowledge of computers and who would like to build on that knowledge. You will learn how to file, print and save documents; learn computer language (devices, software, applications); use software packages; access websites on the internet and become more aware of the safety issues relating to computing.*

**Modules** Computer Skills | Using Technology

**Venue** Birr Further Education & Training Centre

**Frequency** 1 morning or 1 evening per week

**Contact** Adrian 0579349424 email akavanagh@loetb.ie or Birr FETC on 0579121571 email birrfet@loetb.ie

## Basic Cookery Skills (QQI LEVEL 2) **PART TIME**

*This course is for people who would like to improve their literacy skills while learning how to lead a healthier lifestyle and cook simple healthy meals.*

**Module** Food Choice and Health

**Venue** Birr Further Education & Training Centre

**Frequency** 1 morning per week

**Contact** Adrian 0579349424 email akavanagh@loetb.ie Birr FETC 0579121571 email birrfet@loetb.ie

**Fee** There is no fee for this course. If learners would like to make their own individual dishes there may be a small cost for ingredients.

## Return to Learning Programme (QQI LEVEL 3) Retail Skills **PART TIME**

*This programme is for people who would like to improve their employment opportunities and/or progress to further education and training programmes. Aimed at early school leavers and people who have been out of education a long time, this programme will give you the skills you need to help you look for and apply for jobs, improve your I.T and literacy skills and give you the confidence to progress to further studies.*

**Modules** Communications | Maths | Career Preparation | Retail Skills | Word Processing | iPad Training | Internet Skills | Office Procedures | Note: Modules offered will vary from year to year.

**Venue** Birr Further Education & Training Centre

**Frequency** 2 – 2.5hrs, 1 morning per week

**Contact** Adrian 0579349424 email akavanagh@loetb.ie or Birr FETC on 0579121571 email birrfet@loetb.ie

**Fee** There is no fee for this course.

## Culinary Options/Cookery Skills (QQI LEVEL 3) **PART TIME**

*A follow on from Level 2 Basic Cookery, this course is for people who want to learn more about general cooking and catering. Learners will learn how to prepare food safely, apply hygiene practices in the kitchen, and make a variety of different meals using different cooking techniques.*

**Module** Culinary Operations

**Venue** Birr Further Education & Training Centre

**Frequency** 1 morning per week

**Contact** Adrian 0579349424 email akavanagh@loetb.ie or Birr FETC on 0579121571 email birrfet@loetb.ie

**Fee** There is no fee for this course. If learners would like to make their own individual dishes there may be a small cost for ingredients.

### **Basic Gardening Skills (QQI LEVEL 3) PART TIME**

*This course will enable learners to develop basic gardening skills. The practical element of the course will take place in the gardens of Birr Castle Demesne. Progression options are available on to the QQI Level 4 Horticulture course.*

**Modules** Container Gardening | Plant Propagation

**Venue** Birr Further Education & Training Centre

**Frequency** 1 morning per week

**Contact** Adrian 0579349424 email akavanagh@loetb.ie akavanagh@loetb.ie or Birr FETC on 0579121571 email birrfet@loetb.ie

**Fee** There is no fee for this course.

### **Arts & Crafts (QQI LEVEL 3) PART TIME**

*Interested in Art and Crafts? This course introduces aspects of art and design, sketching, painting and craft making. This part-time course is ideally suited to those who enjoy arts and crafts and wish to return to education through the media of art.*

**Modules** Art & Design | Craft

**Venue** Birr Further Education & Training Centre

**Frequency** One morning per week

**Contact** Eileen Kenna Quinn on 0858773754 / 0579121571 email ekennaquinn@loetb.ie / birrfet@loetb.ie

**Fee** There is no fee for this course.

### **Culinary and Hospitality Skills (QQI LEVEL 4) PART TIME**

*Are you interested in a career in the hotel or restaurant industry? This part-time programme will give you the opportunity to gain skills which will help you gain employment or prepare you for future study in this area.*

*A Barista Skills course will be an exciting addition to this programme.*

**Modules** Short Order Cooking | Kitchen Skills | Reception Skills | Barista Skills

**Venue** Birr Further Education & Training Centre

**Frequency** 2 mornings per week

**Contact** Eileen Kenna Quinn on 0858773754 / 0579121571 or email ekennaquinn@loetb.ie / birrfet@loetb.ie

**Fee** There is no fee for this course. If learners would like to make their own individual dishes there may be a small cost for ingredients.

**Business Studies (QQI Level 5 – 5M2102) PART TIME**

*This course is for anyone interested in a career in a business environment. The aim of the programme is to provide learners with the skills and knowledge to enable them to seek employment in a range of business areas. The module credits may also be used towards a QQI level 5 major award in Business Studies 5M2102 when studied over 2 years part-time.*

**Modules Year 1** Bookkeeping Manual & Computerised | Marketing Practice | Team working | Accounting Manual & Computerised

**Modules Year 2** Spreadsheet Methods | Work Experience | Payroll Manual & Computerised | Taxation

**Venue** Birr Further Education & Training Centre

**Frequency** 1 Day per week

**Contact** Eileen Kenna Quinn on 0858773754 / 0579121571 or [ekennaquinn@loetb.ie](mailto:ekennaquinn@loetb.ie) / [birrfet@loetb.ie](mailto:birrfet@loetb.ie)

**Fee** €100 Registration Fee

**Horticulture (QQI Level 4 – 4M1994) FULL TIME**

*Do you have an interest in gardening and enjoy working outdoors? This horticulture course is suitable for anyone with an interest in how things grow and enjoys working outdoors. You will learn about growing fruit, vegetables, trees and shrubs. The course is a mix of classroom based learning and practical horticulture skills. The practical element of this course will take place in the gardens in Birr Castle Demesne.*

*This is a full-time, one year programme. On successful completion you will be eligible to work in the horticulture sector, in Garden Centres, Parks, Private gardens, Commercial Growers or self-employment. There will also be an opportunity to progress to a Level 5 Horticulture Course.*

**Modules** Plant Identification Care & Maintenance | Safe Horticultural Practice | Horticultural Science | Growing Vegetables | Establishing Trees & Shrubs | Hard Landscape Construction | Work Experience | Information Technology Skills | Team Working

**Venue** Birr Further Education & Training Centre

**Frequency** 5 days per week

**Contact** Eileen Kenna Quinn on 0858773754 / 0579121571 or email [ekennaquinn@loetb.ie](mailto:ekennaquinn@loetb.ie) / [birrfet@loetb.ie](mailto:birrfet@loetb.ie)

**Fee** €100 registration fee.

## **Access to Employment – Business, Tourism and IT Skills** (QQI Level 4 – 4M2010) **FULL TIME**

*Are you interested in a career in Business or Tourism? This Skills programme is a great option for someone seeking employment in either of these areas.*

*This skills programme is a great option for someone wanting to study or seek employment in a Business, Tourism or IT setting. We are adding a Certificate in Barista Training to this programme to increase employment opportunities.*

*This is a full time programme and on successful completion you may be eligible to seek employment or to progress to a level 5 programme of study.*

**Modules** General Office skills | Business English | Communications | Information Technology | Team Working | Work Experience | Functional Maths | Managing Personal Finances | Tourism Care | Local History | Barista Skills

**Venue** Birr Further Education & Training Centre

**Frequency** 5 days per week

**Contact** Eileen Kenna Quinn on 0858773754 / 0579121571 or email [ekennaquinn@loetb.ie](mailto:ekennaquinn@loetb.ie) / [birrfet@loetb.ie](mailto:birrfet@loetb.ie)

**Fee** €100 registration fee.

## **Access to Employment – Office and Retail Skills** (QQI Level 4 – 4M2010) **FULL TIME**

*Are you interested in a career in an Office or Retail setting? This General Learning programme is a great option for someone wanting to start a new career in either of these areas.*

*This programme will give you the skills needed to work in an office setting, in the retail industry or progress to further education. The course includes many required skills for an office and retail work environment.*

*This is a full time programme and on successful completion you may be eligible to seek employment in an office, in retail or progress to one of our business courses.*

**Modules** General Office skills | Retail Sales Techniques | Customer Service | Reception Skills | Managing Personal Finances | Communications | Functional Maths | Information Technology | Team Working | Work Experience.

**Venue** Birr Further Education & Training Centre

**Frequency** 5 days per week

**Contact** Eileen Kenna Quinn on 0858773754 / 0579121571 or email [ekennaquinn@loetb.ie](mailto:ekennaquinn@loetb.ie) / [birrfet@loetb.ie](mailto:birrfet@loetb.ie)

**Fee** €100 registration fee.

## Introduction to Childcare & Healthcare

(QQI Level 4 – 4M2010) **FULL TIME**

*Are you interested in a career in Childcare or Healthcare? This Introduction programme is a great option for someone wanting to progress to a Level 5 Healthcare, or Early Learning and Care programme.*

**Modules** Childcare & Safety | Child Development & Play | Healthcare | Managing Personal Finances | Communications | Functional Maths | Information Technology | Team Working | Work Experience.

**Venue** Birr Further Education & Training Centre

**Frequency** 5 Days per week

**Contact** Eileen Kenna Quinn on 0858773754 / 0579121571 or email [ekennaquinn@loetb.ie](mailto:ekennaquinn@loetb.ie) / [birrfet@loetb.ie](mailto:birrfet@loetb.ie)

**Fee** €100 Registration Fee

## Introduction to Sport & Recreation

(QQI Level 4 – 4M2010) **FULL TIME**

*Are you interested in a career in the Sport & Recreation industry? This General Learning programme is a great option to progress to further education in this area. The course is a mix of classroom based learning and practical sports skills.*

*This is a full time programme and on successful completion you will be eligible to seek employment or progress to further studies in Sport & Recreation.*

**Modules** Health Related Fitness | Food & Nutrition | Reception Skills | Customer Service | Communications | Functional Maths | Information Technology | Team working | Work Experience | Managing Personal Finances.

**Venue** Birr Further Education & Training Centre

**Frequency** 5 Days per week

**Contact** Eileen Kenna Quinn on 0858773754 / 0579121571 or email [ekennaquinn@loetb.ie](mailto:ekennaquinn@loetb.ie) / [birrfet@loetb.ie](mailto:birrfet@loetb.ie)

**Fee** €100 Registration Fee

## **Certificate in Horticulture (QQI level 5 – 5M2586) FULL TIME**

*This horticulture course is suitable for anyone with an interest in plants and enjoys working outdoors. You will learn about the science of plants and how to grow them successfully. The course is a mix of classroom based learning and practical horticulture skills. The practical element of this course will take place in the gardens in Birr Castle Demesne.*

*This is a full-time, one year programme. On successful completion you may be eligible to work in the horticulture sector, or progress to full or part-time studies in The Botanic Gardens or Kildalton Agricultural College.*

**Modules** Plant Identification and Use | Soil Science and Growing Media | Plant Science | Plant Protection | Plant Propagation | Horticultural Mechanisation | Biodiversity and Natural Environment | Work Practice | Information Technology Skills | Team Working.

**Venue** Birr Further Education & Training Centre

**Frequency** 5 Days per week

**Contact** Eileen Kenna Quinn on 0858773754 / 0579121571 or email [ekennaquinn@loetb.ie](mailto:ekennaquinn@loetb.ie) / [birrfet@loetb.ie](mailto:birrfet@loetb.ie)

**Fee** €100 Registration Fee

## **Retail Practice (QQI level 5 – 5M2105) FULL TIME**

*This one year programme is designed to offer you the unique opportunity to develop the relevant knowledge and skills needed to work in a range of retail settings. Skills include Retail Selling, Retail Display and Retail Security.*

*On successful completion you will have gained many transferable skills which will help you gain employment or further your studies in Retail, Business or Management..*

**Modules** Retail Selling | Customer Service | Communications | Work Practice | Retail Security Retail Display | Safety & Health at Work | Word Processing.

**Venue** Birr Further Education & Training Centre

**Frequency** 3 Days study, 2 Days Work Experience

**Contact** Eileen Kenna Quinn on 0858773754 / 0579121571 or email [ekennaquinn@loetb.ie](mailto:ekennaquinn@loetb.ie) / [birrfet@loetb.ie](mailto:birrfet@loetb.ie)

**Fee** €100 Registration Fee

## **Traineeships and Full-time Courses coming Autumn/Winter 2021**

### **Other Full-Time Courses coming Autumn/Winter 2021**

QQI Level 5 Early Learning and Care

QQI Level 5 Outdoor Activity Instructor

QQI Level 5 Business and Tourism

Lowland Trail Leader Training Course

**Venue:** Birr Further Education & Training Centre

**Contact:** Eileen Kenna Quinn on 0858773754/0579121571 or [ekennaquinn@loetb.ie](mailto:ekennaquinn@loetb.ie) / [birrfet@loetb.ie](mailto:birrfet@loetb.ie)





COURSE PROSPECTUS 2021-2022

**BIRR**

**OUTDOOR EDUCATION  
AND TRAINING CENTRE**

*Centre Manager*  
**Mary Clarke, Director**

Roscrea Road  
Birr, Co. Offaly

T: 057 9120029  
[manager@birroec.ie](mailto:manager@birroec.ie)

## BIRR OUTDOOR EDUCATION AND TRAINING CENTRE

*Birr Outdoor Education and Training Centre is a non-profit business affiliated to the Department of Education and Skills and under the auspices of Laois & Offaly ETB.*

*We offer outdoor education courses to individuals, groups and families from all ages. We provide activities, accommodation, meals, ecology, project maths and specialist equipment. Courses are flexible and programmed to meet the needs of each individual group.*

*Our activities encourage participants to use their skills and abilities to problem solve and work out creative solutions in challenging circumstances.*

*It is mandatory for all our staff to be fully qualified and certified by the relevant governing bodies, be Garda vetted and complete ongoing training courses.*

### Courses on offer include:

- Canoeing
- Survival Skills
- Kayaking
- Gorge Walking
- Raft-Building
- Orienteering
- Hillwalking
- Abseiling
- Project Maths Trail
- Archery
- Team Building Games
- Obstacle Course
- Indoor Rock Climbing
- Ropes Course
- Coasteering
- Surfing
- Body Boarding
- Field Studies/Ecology
- Outdoor Activity Instructor



**Contact:** Mary Clarke, Director  
Birr Outdoor Education & Training Centre  
Roscrea Rd, Birr, Co. Offaly  
T: 057 9120029 E: [manager@birroec.ie](mailto:manager@birroec.ie)  
[www.birroec.ie](http://www.birroec.ie)





COURSE PROSPECTUS 2021-2022

**CLARA**

**FURTHER EDUCATION  
AND TRAINING CENTRE**

*Centre Manager*

**Tracy Phelan**

River Street,  
Clara, Co. Offaly

T: 057 9330794

clarafet@loetb.ie

Literacy Classes  
Family Learning Courses  
Reading Workshops  
Storysacks  
Introduction to Haircare  
Beginners Guide to Staying Connected and  
Improving Digital Skills  
Horticulture  
Youthreach Programme

### Literacy Classes **PART TIME**

*Literacy classes are suitable for adults who need to improve their reading, writing and spelling. These classes are provided in small group settings and at times that suit the learners.*

**Venue** Clara Further Education and Training Centre

**Frequency** One-to-one 1-2 hours per week

Group Tuition 2-4 hours per week

**Contact** Debbie Looby 057 93 49444 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

**Fee** There is no fee for this course.

### Family Learning Courses **PART TIME**

*Family Learning Programmes cover a range of areas to enable parents to help their children learn, while parents are building their own skills. Options include learning new computer skills, creative writing, certified courses, lads and dads self-assembly, Kindermusik, healthy cooking courses, a variety of workshops such as fitness, floral arrangements and mindfulness.*

**Modules may include** Art and Craft | Design | Health and Fitness | Retail | Communications | Maths

**Venue** Clara - venue to be confirmed

**Frequency** 1 morning per week

**Contact** Marina on 057 93 49444 or email [momalley@loetb.ie](mailto:momalley@loetb.ie)

**Fee** There is no fee for this course.

### Reading Workshops **PART TIME**

*Reading and writing are important life skills. Reading keeps your brain active, helps with focus and memory. Reading is knowledge and gives you confidence. If you make a habit of reading, it becomes very enjoyable. Why not join one of our classes?*

**Venue** Family Resource Centre, Clara

**Frequency** 1 morning, afternoon or evening per week

**Contact** Marina on 057 93 49444 or email [momalley@loetb.ie](mailto:momalley@loetb.ie)

**Fee** There is no fee for these classes.

### Storysacks **PART TIME**

*This course is for parents of primary school children living in Clara who want to develop a creative toolkit to encourage their children to read. Parents get the opportunity to create materials and resources that bring a storybook to life and develop key literacy skills in their children.*

**Venue** Clara – venue to be confirmed

**Frequency** 1 morning per week

**Contact** Marina on 057 93 49444 or email [momalley@loetb.ie](mailto:momalley@loetb.ie)

**Fee** There is no fee for these courses.

**Introduction to Haircare** PART TIME

*This course will introduce learners to the knowledge and skills that are required to understand and practice basic haircare. Learners will develop basic skills in areas such as shampooing, conditioning, blow-drying, up-styling and the use of dressing aids for special occasions. This course can help to enhance the personal care and appearance of the learner and is useful as a preparation for possible future training in hairdressing.*

**Frequency** 1 morning / afternoon per week.

**Contact** Tracy Phelan on 0579330794 or clarafet@loeth.ie

**Beginners guide to staying connected and improving digital skills** PART TIME

*This course is designed to help learners develop their knowledge and skills to enable them to stay connected with friends and family worldwide through the use of a mobile device, such as a smartphone or tablet. Keep up to date with what is happening in the world around you and build confidence and independence by learning where to access information online.*

**Frequency** 1 morning / afternoon per week.

**Contact** Tracy Phelan on 0579330794 or clarafet@loeth.ie

**Horticulture** PART TIME

*Do you have an interest in gardening and enjoy working outdoors? This horticulture course is suitable for anyone with an interest in how things grow and enjoys working outdoors.*

**Frequency** 1 morning / afternoon per week.

**Contact** Tracy Phelan on 0579330794 or clarafet@loeth.ie

## YOUTHREACH PROGRAMME **FULL TIME**

Youthreach is the Department of Education and Skills official education, training and work experience programme for young people who have left school early. The Programme aims to develop the core skills needed for further learning and to prepare young people to progress to further education/training or to employment. Youthreach Clara is open to young people aged 15-20 who have left school early and with few or no qualifications.

The Programme offers QQI Level 3 Employability Skills & QQI Level 4 General Learning.

**QQI Level 3 Employability Skills:** Communications, Career Preparation, Computer Literacy, Word Processing, Maths, Plant Identification and Art & Design.

**QQI level 4 General Learning:** Communications, Work Experience, IT Skills, Personal and Interpersonal Skills, Maths, Plant Identification and Maintenance, Painting, Entrepreneurial Skills and Work Place Safety.

**Modules** Career Preparation | Maths | Communications | I.T. | Horticulture | Art | Personal Effectiveness | Work Experience | Workplace Safety

**Venue** Clara Further Education and Training Centre

**Frequency** 5 days per week, over 1-3 years.

**Contact** Tracy on 057 9330794 or email [clarafet@loetb.ie](mailto:clarafet@loetb.ie)

**Fee** There is no cost for this course.



Clara Youthreach learners working together.

COURSE PROSPECTUS 2021-2022

# EDENDERRY

## FURTHER EDUCATION AND TRAINING CENTRE

Centre Manager  
Lorraine O'Neill  
St. Mary's Road,  
Edenderry, Co. Offaly

T: 046 9732091  
edenderryfet@loetb.ie

English for Speakers of Other Languages  
Reading Workshops  
Basic Computers (QQI Level 1)  
Barbering Traineeship (VTCT Level 2)  
Computer Skills (QQI Level 2)  
Food, Beverage & Cookery (VTCT Level 2)  
General Learning (QQI Level 2)  
Beginners Hairdressing (QQI Level 3)  
Mathematics (QQI Level 3)  
Retail Skills (QQI Level 3)  
Word Processing (QQI Level 3 & 4)  
Office Skills (QQI Level 4)  
Beauty Therapy (QQI Level 5)  
Business Studies (QQI Level 5)  
Healthcare Traineeship (QQI Level 5)  
Youthwork (QQI Level 5)  
Skills for Employment (QQI Level 4)  
Taster Courses  
Youthreach Programme

### English For Speakers of Other Languages (ESOL) **PART TIME**

*This course aims to provide the learner with the knowledge, skills and competence to communicate socially and in work related tasks at an elementary level in English.*

**Venue** Edenderry Further Education and Training Centre

**Frequency** Monday 9.30am to 1pm and Wednesday 6.30pm to 8.30pm, over 32 weeks – September 2021 to May 2022

**Contact** Marina/Debbie 057 93 49444 or email momalley@loetb.ie/dlooby@loetb.ie

**Fee** There is no fee for this course.

### Reading Workshops **PART TIME**

*Reading and writing are important Life Skills. Reading keeps your brain active, helps with focus and memory. Reading is knowledge and gives you confidence. If you make a habit of reading, it becomes very enjoyable. Why not join one of our classes?*

**Venue** Edenderry Further Education and Training Centre & Edenderry Library

**Frequency** Wednesday 4pm to 6pm, over 32 weeks - September 2021 to May 2022

**Contact** Marina/Debbie 057 93 49444 or email momalley@loetb.ie/dlooby@loetb.ie

**Fee** There is no fee for this course.

### Basic Computers (QQI LEVEL 1) **PART TIME**

*Computers are very much part of our daily lives. This programme is for those who would like to build up their confidence in using computers. You can explore why and how we use them; their advantages and disadvantages; the working parts and basic printing, saving and filing of documents. You can surf the internet, write email and discuss the safety issues related to this. Having the foundations and confidence you can progress to the next stage.*

**Venue** Edenderry Further Education and Training Centre

**Frequency** Monday 9:30am to 11am, over 14 weeks - September to December 2021

**Contact** Marina/Debbie 057 93 49444 or email momalley@loetb.ie/dlooby@loetb.ie

**Fee** There is no fee for this course.



### Barbering Traineeship (VTCT LEVEL 2) PART TIME

*This qualification will develop the learner's knowledge, understanding and skills to enable them to advise and consult with men on the type of hair-cut and facial hair shaping the way they want, but just as importantly what is suitable for them. Training is also provided on how to work in a safe manner throughout the service. The purpose of this qualification is to develop the learner's practical skills to a high level of occupational ability to enable them to perform within a salon setting.*

**Modules** Cut Men's Hair | Cut Facial Hair | Client Consultation for Hair Services | Health and Safety Practice in the Salon | Customer Service | Information Technology Skills | Personal Effectiveness | Team working | Health and Safety Awareness | VTCT – Salon Reception Duties

**Entry Requirements** All suitable applicants considered

**Venue** Edenderry Further Education and Training Centre

**Frequency** Monday – Friday, January 2021 – July 2022

**Contact** Melinda 085 8051912 or Lorraine 085 8773842

### Computer Skills (QQI LEVEL 2) PART TIME

*This course is suitable for those who have a basic knowledge of computers and who would like to build on that knowledge. You will learn how to file, print and save documents; learn computer language (devices, software, applications); use software packages; access websites on the internet and become more aware of the safety issues related to computing.*

**Venue** Edenderry Further Education and Training Centre

**Frequency** Monday, 9:30am to 11am, over 18 weeks - January to May 2022

**Contact** Debbie on 057 93 49444 or email dlooby@loetb.ie

**Fee** There is no fee for this course.

### Food, Beverage & Cookery (VTCT LEVEL 2) PART TIME

NEW  
COURSE

*The aim of this programme is to provide educational, practical and personal skills to maximise independence at home, in the community and at work. The programme will assist the learner to achieve a nationally recognised qualification, which will aid progression to further training/education or employment. This programme aims to provide learners with the skill, knowledge and competence to work in the hotel, bar and restaurant trade.*

**Modules** Professional Cookery Techniques | Effective Team Working | Principles of Customer Service in Hospitality, Leisure, Travel & Tourism | Health & Safety in Catering and Hospitality Work Experience | Barista Skills | Legislation in Food and Beverage Service | Preparing Meat & offal | Preparing Fish & Shellfish | Produce Fermented Dough Products | Food Service

**Entry Requirements** All suitable applicants considered

**Venue** Edenderry Further Education and Training Centre

**Frequency** Monday – Friday

**Contact** Melinda 085 8051912 or Lorraine 085 8773842

## General Learning (QQI LEVEL 2) PART TIME

*This course is suitable for anyone who left school early and would like to return to learning at a pace that suits them. It provides a solid foundation in literacy, maths, computer and personal development.*

**Venue** Edenderry Further Education and Training Centre

**Frequency** Wednesday 9:30am to 12:30pm, over 32 weeks - September 2021 to May 2022

**Contact** Marina on 057 93 49444 or email momalley@loetb.ie

**Fee** There is no fee for this course.

## Beginners' Hairdressing (QQI Level 3) PART TIME

*This course is an introduction to hairdressing and is an entry point for learners who wish to complete their QQI Level 5 Hairdressing or progress to Junior & Senior Trades qualifications.*

**Progression Options:** On successful completion of this programme, students can apply to complete the Junior Trades Hairdressing course.

**Modules** Basin Skills | Blow Drying Hair | Roller Setting

**Venue** Edenderry Further Education and Training Centre

**Frequency** 1 day per week - September 2021 to May 2022

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee** There is no fee for this course.

## Mathematics (QQI Level 3) PART TIME

*This course is suitable for anyone who wants to build on the basic mathematical skills of adding, subtracting, multiplying and dividing. Fractions, decimals, percentages, money concepts and the functions of the calculator are also discussed and explored.*

**Venue** Edenderry Further Education and Training Centre

**Frequency** Thursday 9:30am to 11:30am, over 32 weeks - September 2021 to May 2022

**Contact** Marina on 057 93 49444 or email momalley@loetb.ie

**Fee** There is no fee for this course.

## Retail Skills (QQI Level 3) PART TIME

*This course aims to help the learner gain and develop knowledge of the retail industry and to explore the employment opportunities related to this sector.*

**Venue** Edenderry Further Education and Training Centre

**Frequency** Thursday 11:30am to 1:30pm, over 32 weeks - September 2021 to May 2022

**Contact** Marina on 057 93 49444 or email momalley@loetb.ie

**Fee** There is no fee for this course.

### Word Processing (QQI Level 3 & Level 4) **PART TIME**

*This course introduces learners to Word Processing QQI Level 3, with the opportunity to advance on to Level 4.*

**Modules** Word Processing (QQI Level 3 and QQI Level 4)

**Venue** Oaklands Community College

**Frequency** Wednesday evening, 8pm to 9pm – September 2021 to May 2022

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee** There is no fee for this course.

### Office Skills (QQI Level 4) **PART TIME**

*The course aims 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 Level 5 Business Studies.*

**Modules** **Tuesday** Word Processing | Work Experience

**Thursday** Word Processing | IT Skills

**Venue** Edenderry Further Education and Training Centre

**Frequency** 1 or 2 mornings per week - September 2021 to May 2022

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee:** There is no fee for this course.

### Beauty Therapy (QQI LEVEL 5 – 5M3471) **PART TIME**

*The overall aim of this two-year major award is to provide the learner with the opportunity to acquire the knowledge, skill and competence to work independently in providing beauty therapy treatments in a variety of contexts and/or to progress to further and/or higher education.*

#### **Modules**

**September 2021** - Body Massage & Figure Analysis | Skin Care | Eye Treatment and Make-up  
Manicure | Pedicure | Waxing and Work Experience

**Entry Requirements** QQI Level 4 Certificate desirable. All applicants will be subject to an interview.

**Venue** Youth Work Ireland Midlands, Acorn Centre, St. Mary's Road, Edenderry

**Frequency** 1 Monday evening per week

**Contact** Maura Kearney on 046 9732854 or email mfarrell@loetb.ie

**Fee** Please enquire with Maura Kearney.

**Business Studies (QQI LEVEL 5) PART TIME**

*This two-year programme provides students with an introduction to all areas of business.*

**Modules**

**September 2021** Business Administration | Work Practice

**January 2022** Marketing Practice | Teamworking

**Progression Options** On successful completion of this programme, students may progress to the QQI Level 6 Advanced Certificate in Business Management. The QQI Level 5 award facilitates entry, on a competitive basis, to a Higher Certificate in Business Studies in Athlone Institute of Technology (AIT). Students can also apply to other third-level institutions under the Higher Education Links Scheme, or as a mature student. The programme will enhance opportunities in securing an apprenticeship in Financial Services, Accounting Technician, or Insurance Practitioner.

**Career Options** Holders of a QQI Level 5 Business Studies Certificate may seek employment in a clerical capacity in a wide range of business sectors including banking, insurance, solicitors, local authorities etc.

**Entry Requirements** Leaving Certificate or equivalent standard of education. Basic computer experience desirable. Students will be subject to an online assessment.

**Venue** Youth Work Ireland Midlands, Acorn Centre, St. Mary's Road, Edenderry

**Frequency** Friday Morning 10 – 1 pm.

**Contact** Maura Kearney on 046 9732854 or email mfarrell@loetb.ie

**Fee** Please enquire with Maura Kearney.

**Healthcare Traineeship (QQI Level 5 – 5M4339) FULL TIME**

*This Traineeship equips learners with the necessary skills to work as Care Assistants in a variety of healthcare settings. There is the option of doing stand-alone modules or completing all eight modules part-time over two years working towards a major award in Healthcare Support. To achieve the overall major award learners must complete 150 hours of work experience. This course runs part-time over two years, allowing learners to remain in employment whilst gaining their qualification.*

**Modules**

**Year 1** Care Skills | Patient Handling | Care of Older Person | Work Experience

**Year 2** Communications | Safety & Health at Work | Nursing Theory & Practice | Palliative Care | Infection Prevention & Control

**Venue** Edenderry Further Education and Training Centre

**Frequency** Wednesday & Thursday, commencing September 2021, over 2 years.

**Contact** Lorraine 0469732091 / 085 8773842 or email loneill@loetb.ie

**Fee** There is no fee for this course.

### Youthwork (QQI LEVEL 5 – 5M4732) PART TIME

The overall aim of this two-year major award is to provide the learner with the opportunity to acquire the knowledge, skills and competence to work under supervision in a youth work context and or to progress to further and or higher education and training. Note that eight modules are required for the full award.

#### Modules

**September 2021** Exercise and Fitness | Work Practice

**January 2022** Young People in Society | Social Analysis

**Entry Requirements** QQI Level 4 Certificate desirable. All applicants will be subject to an interview.

**Venue** Youth Work Ireland Midlands, Acorn Centre, St. Mary's Road, Edenderry

**Frequency** 1 Friday morning per week

**Contact** Maura Kearney on 046 9732854 or email mfarrell@loetb.ie

**Fee** Please enquire with Maura Kearney.

### Skills for Employment (QQI Level 4 – 4M0857) FULL TIME

Skills for Employment is a full-time Local Training Initiative (LTI). This major award enables people to obtain the skills necessary to re-enter the labour market. Learners are supported in identifying relevant work experience and securing employment.

**Modules** Career Planning | Work Experience | Information Technology | Retail Sales | Customer Service | Workplace Safety | Functional Maths | Personal & Interpersonal Development.

**Entry Requirements** The course is aimed primarily at 16-35 year olds. All candidates will be selected through an interview process.

**Frequency** Monday to Friday. Commencing July 21 to Feb 22 and March 22 to Nov 22.

**Venue** Edenderry Further Education and Training Centre

**Contact** Emma Gilchreest on 085 8564557 or e-mail egilchreest@loetb.ie

**Fee** There is no fee for this course.

### Taster Courses - Autumn 2021

Edenderry Further Education and Training Centre will be offering introduction programmes in the following areas:

- Cooking
- Mindfulness
- Beginners guide to staying connected and improving digital skills

**Venue** Edenderry Further Education and Training Centre

**Contact** Gillian 0858054579 email gcunningham@loetb.ie

**Fee** There is no fee for this course.

YOUTHREACH PROGRAMME **FULL TIME**

This programme is for young people who are aged 15 -20 and have left school early. You will learn practical skills, academic skills and take part in work placements. You will be taught by a brilliant, friendly, experienced team who will give you great support. There are 25 places in the centre and each class group has 6 - 8 learners.

**While learning, you can get:**

- Literacy and Numeracy Support
- Career Guidance
- Mentoring

**What do you study?**

QQI Level 3 & Level 4 Programmes: Catering, Woodwork, Work Placement, IT, Workplace Safety, Childcare, Personal Development, Communications and more.

**Where can you move on to?**

- Traineeship or Apprenticeship in Midlands Skills Centre
- Level 5 courses at Tullamore FET Centre
- Source part-time or full-time job employment.

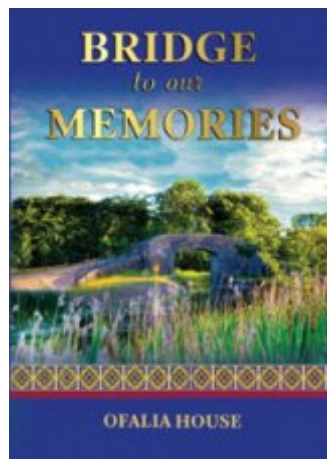
**What else is on offer?**

- Safe Pass
- Manual Handling
- Safe Food
- Healthy Food Made Easy
- First Aid
- Gaisce
- Music
- NFTE (Network For Teaching Enterprise)
- Hairdressing
- Health & Fitness
- Music

**Testimonial****Padraig O'Reilly**

Throughout my 3 year journey in Youthreach I can say with sincerity, that it has been an absolute incredible experience. As someone who had no desire to return back to education after leaving school, Youthreach gave me an opportunity to redeem myself academically and as a person. This was a second chance I didn't believe I deserved. I came into Youthreach as someone very vulnerable and exposed with little to no confidence in achieving success. In past settings, I've faced many shortcomings and failures and I thought that this environment would result in the same outcome for me. But to my surprise, I was wrong. The encouragement and support I got from all of you there was immense and it's something I will never forget.

Each and every single person there believed I had great potential at times where I failed to see it myself. So for that I thank you. The compassion, affection and warm atmosphere you get being there really makes Youthreach feel like a family and I once again thank you for letting me be part of that for the past 3 years. There has been many fond memories and moments I've had there. Looking to the future I will now open my next chapter in life and I'm very much looking forward to it. I wish every student success there and hope they get to find their path and purpose. I also again express my gratitude towards all the teachers there for doing an exceptional job. Thank you and the best of luck.



Last year, Youthreach Edenderry learners compiled and published a book of interviews, conducted with the Day Care Residents in Ofalia House Edenderry, which is adjacent to Edenderry FET centre. The book was sold locally in Dec 2020 and was an extremely popular Christmas purchase in the town. All proceeds from sales were donated to Ofalia House.

**Venue:** Edenderry Further Education and Training Centre

**Duration:** 1-3 years (full-time)

**Contact:** Lorraine O'Neill, Centre Manager  
T: 046 9732091 or  
E:edenderryfet@loethb.ie



COURSE PROSPECTUS 2021-2022

# MOUNT LUCAS

NATIONAL CONSTRUCTION  
TRAINING CENTRE

*Centre Manager*  
**John Kelly**

Mount Lucas,  
Daingean, Co. Offaly

T: 057 9362508  
[info@mountlucas.ie](mailto:info@mountlucas.ie)

**Skilled Utilities Operator Traineeship**  
**Scaffolding Apprenticeship**  
**Construction Skills Certification Scheme**  
**(CSCS)**  
**Health, Safety and Environmental Test**  
**CSCS to CPCS Programme**  
**Construction Plant Competence Scheme**  
**MEWP Training**  
**Forklift Training**  
**Manual Handling**  
**Abrasive Wheel Training**  
**NZEB & Retrofitting Programme**



*The National Construction Training Centre specialises in Construction Plant Training and non-craft Training*



## Skilled Utilities Operator Traineeship **FULL TIME**

The Skilled Utilities Operator Traineeship is a 13-month training programme which will provide you with the skills and knowledge you need to deliver infrastructure for utilities companies. Upon successful completion of the Traineeship, you will achieve a CABWI Level 2 Diploma in Network Construction Operations – Water (Main Layer) as well as many essential industry-recognised training qualifications. The simulated site training at Mount Lucas, as well as a recognised qualification, will prepare you for a career in a progressive industry with many pathways for promotion and self-employment. In order to participate on this programme, you must be at least 18 years old, be reliable, have a strong work ethic and be willing to work as part of a team in an outdoor environment.

Phase 1	1 – 12 Weeks	Simulated site training at Mount Lucas
Phase 2	13 – 21 Weeks	Work-based learning
Phase 3 -	22 – 31 Weeks	Simulated site training at Mount Lucas
Phase 4	32 – 40 Weeks	Work-based learning
Phase 5	41 - 50 Weeks	Simulated site training at Mount Lucas

**Venue** Mount Lucas National Construction Training Centre, Daingean, Co. Offaly

**Frequency** 5 days per week

**Contact** John Kelly, T: 057 9362508 / T: 0579362507 or E: [info@mountlucas.ie](mailto:info@mountlucas.ie)

**Fee** There is no fee for this course. Those who are unemployed and wish to apply, following engagement with their Intreo Case Officer, may be eligible for a training allowance or income support.

*“The construction sector in Ireland is a €25 billion industry – currently direct employment in the sector is 150,000 people and the Department of Finance forecasts numbers to grow to 210,000 by 2024. Within the industry, the utility sector is crucial to the development of the Irish economy and needs to grow to keep pace with the demand. This innovative programme is designed to provide a route into the sector for young people and career changers who will be equipped with skills to deliver this much needed infrastructure.” Construction Industry Federation March 2020*



# MOUNT LUCAS



## Scaffolding Apprenticeship

**NEW  
COURSE**

*This is a two-year practical programme with eight modules, developed in consultation with industry. As part of this programme, Apprentices will engage in on-the-job training with a SOLAS approved employer. Off-the-job training will take place in the classroom.*

*On completion of the programme, the Apprentice will hold a nationally-recognised QQI Level 5 Certificate in Scaffolding. This is an excellent opportunity to earn while you learn while gaining valuable industry experience to progress your career opportunities.*

*To be eligible for this apprenticeship, an applicant must:*

- Be employed by a SOLAS-approved Employer
- Be at least 16 years of age
- Have a minimum of 3 months' site experience
- Have a minimum of grade D in 5 subjects at Junior Certificate, or equivalent, to include Maths and English
- Have evidence of CEFRL level B2 minimum if English is not a first language
- Hold a current, valid Safepass

**Venue** Mount Lucas National Construction Training Centre, Daingean, Co. Offaly

**Frequency** 5 days per week – block release

**Contact** John Kelly, T: 057 9362508 / T: 0579362507  
or E: [info@mountlucas.ie](mailto:info@mountlucas.ie)

**Fee** Trainee Allowance is agreed with Employer



## Construction Skills Certification Scheme (CSCS)

Mount Lucas National Construction Training Centre offers certification on a number of different items of plant machinery. The CSCS provides for the training, assessment, certification and registration of non-craft operatives within the construction sector. To complete either of the following courses, trainees must hold a valid Safe Pass.

### New entrants (4 DAYS)

These courses are suitable for beginners and those with limited experience. On successful completion of the course, participants will be issued with New Entrant Card and Log book or will be issued with a Candidate's Pack to progress to Experience Operator status (depending on particular course chosen). The New Entrant Card lasts for 2 years, provided 6 months' relevant working experience is obtained during this period.

### Experienced Operators (1 DAY)

This one-day course allows the trainee to operate machinery on construction sites in Ireland in an experienced capacity. The course is for operators that already hold a New Entrants' card and meet the specific requirements relating to on-site experience that vary depending on the course chosen. To gain an Experienced Operator card, trainees must have gained 6 months' site experience (logged and signed off by employer). This card lasts 5 years.

### Courses available at New Entrant and Experienced Operator Levels in:

- 360 Excavator
- 180 Excavator
- Telescopic Handler
- Site Dumper
- Articulated Dumper
- Slinger/Signaller
- Mini Digger
- Tower Crane
- Remote Controlled Self erecting Tower Crane

**Venue** Mount Lucas National Construction Training Centre, Daingean, Co. Offaly

**Frequency** On a continuous basis. New Entrants: 4 days / Experienced Operators 1 day.

**Contact** John Kelly, T: 057 9362508 / T: 0579362507 or E: [info@mountlucas.ie](mailto:info@mountlucas.ie)

**Fee** Applicants in receipt of a social welfare payment may be eligible for a fee exemption, contact the Centre for further information.

## Health, Safety and Environmental Test

Mount Lucas administers the UK Health Safety & Environmental (HSE) Test, the compulsory preclearance test that enables entry to work on UK construction sites. Trainees must be over 16 with a valid ID. The content of the test will depend on the particular trade/profession – please ensure that you book and prepare for the correct test.

**Venue** Mount Lucas National Construction Training Centre, Daingean, Co. Offaly

**Frequency** On a continuous basis, with tests lasting 45 minutes.

**Contact** John Kelly, T: 057 9362508 / T: 0579362507 or E: info@mountlucas.ie

**Fee** Each HS&E test costs €50.

## CSCS to CPCS Programme



Mount Lucas administers the CITB UK changeover programme for Irish CSCS cardholders, who wish to attain recognition to allow them to work in the UK, and obtain their UK Blue CPCS Plant Operator Card. You must meet the following requirements:

- Hold a valid Irish CSCS plant registration card and a valid Safe Pass
- Have successfully completed the Construction Skills Health, Safety and Environment (HS&E) test within the last two years.
- Completed a CPCS Skills and Experience Interview and a Theory Test for each category of plant you wish to transfer.

You must not already hold a CPCS Plant Operator Card.

On successful completion, you will be deemed competent to operate particular types(s) of machines(s) on any UK construction site.

**Venue** Mount Lucas National Construction Training Centre, Daingean, Co. Offaly

**Frequency** On a continuous basis.

**Contact** John Kelly, T: 057 9362508 / T: 0579362507 or E: info@mountlucas.ie

**Fee** €100 per Skills and Experience Interview, €100 per Theory Test.

## Construction Plant Competence Scheme – Renewal of Cards

If you hold a CPCS Competent Operator Card which has expired, Mount Lucas administers a CPCS renewal test. The CPCS renewal test helps to ensure that key knowledge of each plant category or group of categories is maintained.

Please use the Module Matcher <https://cpcsr.citb.co.uk/> to work out which module(s) you need to take for the CPCS Renewal test. Cardholders will need to pass each module in order to retain each category when renewing their Competent Operator (Blue Card).

**Venue** Mount Lucas National Construction Training Centre, Daingean, Co. Offaly

**Frequency** On a continuous basis.

**Contact** John Kelly, T: 057 9362508 / T: 0579362507 or E: info@mountlucas.ie

**Fee** €60 for 1-5 CPCS renewal test modules.

## Mobile Elevated Work Platform (MEWP) Training

*This course is the new Irish Certification delivered at The National Construction Training Centre for MEWP Operators in all working at height applications. This training includes both the Scissor Lift MEWP and the Articulated Boom MEWP.*

On successful completion of this course, Operators will gain an Irish qualification and Operators card. The card is valid for 3 years and all operators will be registered on IMOR (Irish MEWP Operators Register).

### Course Duration

**Novice** 3-day course

**Experienced Non-Certified** 1 day course

## Forklift Training

*This course is the new Irish Certification delivered at The National Construction Training Centre for Forklift Operators in all logistical applications. This training includes Reach, Counter Balance and Electric powered pallet trucks.*

On successful completion of this course, Operators will gain an Irish qualification and Operators card. The card is valid for 3 years and all operators will be registered on IFOR (Irish Forklift Operators Register).

### Course Duration

**Novice** 5-day course

**Experienced Non-Certified** 3 day course

## Manual Handling

*On successful completion of this course, trainees will gain a National Construction Training Centre Certificate valid for 3 years.*

**Course Duration** ½ day

**Fee** €40 – free for applicants on a social welfare payment.

## Abrasive Wheel Training

*This course is the new Irish Certification delivered at The National Construction Training Centre for Abrasive Wheel Operators in all logistical applications. This unique course also includes a practical demonstration.*

On successful completion of this course, Operators will gain an Irish qualification and Operators card. The card is valid for 3 years and all operators will be registered on IAWOR (Irish Abrasive Wheel Operators Register).

### Course Duration

**Novice:** 3-day course

**Experienced Non-Certified** 1 day course

## Near Zero Energy Building (NZEB) and Retrofitting Programme

*"Today, I am announcing we will establish four centres of excellence – four centres to train 2,000 people in retrofit skills, including Near Zero Energy Buildings (NZEB) skills. In Laois & Offaly ETB, we will have a particular focus for Bord Na Mona employees, including a six-day Skills To Advance programme that offers the trainee an opportunity to gain a Level 5 certificate in Thermal Insulation Installation and this will be expanded to include Ventilation and Air Tightness."*

*Extract from Government Announcement – Simon Harris, Minister for Further and Higher Education, Research, Innovation and Science*

Laois and Offaly ETB have been announced as one of the 4 new centres of excellence for NZEB and Retrofitting training. A six day NZEB and Retrofitting Programme was launched in March 2020. The purpose of the programme is to equip trainees with the knowledge, skill and competence to select and safely install a range of insulation and draught-proofing systems in the construction environment. The course is delivered in a fully simulated environment in Mount Lucas, using state of the art purpose built Construction rigs. The rigs simulate all aspects of External and Internal Insulation installation, along with draught proofing, Insulation techniques and testing. During 2021 Mount Lucas will be rolling out new courses in NZEB for both novices and qualified tradespeople. Mount Lucas currently offers the NZEB Fundamental Awareness course online.

- Deep Retrofit: Building Envelope, with a QQI Award in Thermal Insulation Installation
- Deep Retrofit: Building Services, with a QQI Award in Building Services
- Deep Retrofit: Construction Skills with a with a QQI Award in Construction Skills
- NZEB Ventilation



# MOUNT LUCAS



- NZEB Fundamental Awareness (online)
- NZEB Retrofit
- NZEB Bricklaying
- NZEB Carpentry
- NZEB Plastering
- NZEB Plumbing
- NZEB Electrical
- NZEB Site Supervisor



**Venue** Mount Lucas National Construction Training Centre, Daingean, Co. Offaly

**Frequency** On a continuous basis. Course durations vary from 1 day to 8 days.

**Contact** John Kelly, T: 057 9362508 / T: 0579362507 or E: [info@mountlucas.ie](mailto:info@mountlucas.ie)

**Fee** Applicants in receipt of a social welfare payment may be eligible for a fee exemption

John Kelly, Manager, National Construction Training Centre,  
Mount Lucas, Daingean, Co. Offaly, R35 XW10

**Email** [jkelly@mountlucas.ie](mailto:jkelly@mountlucas.ie)

**Phone** (057) 9362508 / (085) 8598412

**Website** [www.mountlucas.ie](http://www.mountlucas.ie)

## Testimonial



### Mark McCord (Murphy Group)

"I have learned a lot of valuable new skills on the Skilled Utilities Operator Traineeship that I can use in my role at Murphy Group. The experience gained in Pipelaying of pressurised and gravity systems, combined with the technical training of Electrofusion and Butt fusion welding along with several other key utilities areas provide me with all the skills needed for a long and successful career in the Water Industry"

Local Link Laois Offaly co-ordinates rural transport services across the two counties. There are over 100 services every week with just under 300 trips operating across both fixed and flexible weekly schedules.

Included in its schedule is an established service to, and from, the National Construction Training Centre at Mount Lucas and Local Link now provides a return service to the centre from Tullamore via Daingean, Rhode, Edenderry, Walsh Island and a Laois service encompassing Borris-in-Ossory, Castletown, Mountrath, Portlaoise, Mountmellick, and Portarlinton.



**For bus timetable details or bookings contact Local Link Laois Offaly**

**Office: T: 057 8692168 E: [lo@locallink.ie](mailto:lo@locallink.ie) [www.locallink.ie](http://www.locallink.ie)**



COURSE PROSPECTUS 2021-2022

# MOUNTMELICK

FURTHER EDUCATION  
AND TRAINING CENTRE

Centre Manager  
**Dermot Muldowney**

Harbour Street,  
Mountmellick, Co. Laois

T: 057 8624196  
[mountmellickfet@loetb.ie](mailto:mountmellickfet@loetb.ie)

Winter Gardening  
English for Speakers of Other Languages  
Literacy Classes  
Leaving Certificate English  
Computer and Technology (QQI Level 2 & 3)  
Arts and Crafts (QQI Level 3)  
Early Learning and Care (QQI Level 5)  
Barber Traineeship (ITEC Diploma)  
Early Childhood Care & Education (QQI Level 6)  
Youthreach Programme



# MOUNTMELICK



## FURTHER EDUCATION AND TRAINING CENTRE

### Winter Gardening **PART TIME**

**NEW  
COURSE**

*Add some colour to your garden in winter and prepare for the next growing season.*

**Venue** Mountmellick Further Education and Training Centre

**Frequency** 1 morning per week, September 2021

**Contact** Kathleen on 087 9573654 or email [kdunne@loetb.ie](mailto:kdunne@loetb.ie)

**Fee** There is no fee for this course

### English for Speakers of Other Languages (ESOL) **PART TIME**

*This course aims to provide the learner with the knowledge, skills and competence to communicate socially in work related tasks at an elementary level in English.*

**Venue** Mountmellick Further Education and Training Centre

**Frequency** Thursday evening

**Contact** Catherine Lisa on 05786 61338 or email [ctynan@loetb.ie](mailto:ctynan@loetb.ie)

**Fee** There is no fee for this course.

### Literacy Classes **PART TIME**

*Literacy classes are suitable for adults who need to improve their reading, writing and spelling. These classes are provided in small group settings and at times that suit the learners.*

**Venue** Mountmellick Further Education and Training Centre

**Frequency**

**One-to-one** 1-2 hours per week

**Group Tuition** 2-4 hours per week

**Contact** Catherine Lisa on 05786 61338 or email [ctynan@loetb.ie](mailto:ctynan@loetb.ie)

**Fee** There is no fee for this course.

### Leaving Certificate - English **PART TIME**

**NEW  
COURSE**

*Leaving Certificate English offers a vital second chance if you have left school early and now wish to take up where you left off. It is an excellent standard to achieve for anyone wishing to improve their employment prospects, progressing to other QQI programmes or college. Examinations take place in June 2022.*

**Venue** Mountmellick Further Education and Training Centre

**Frequency** One morning per week September 2021 to May 2022

**Contact** Dermot on 0578624196 or email [mountmellickfet@loetb.ie](mailto:mountmellickfet@loetb.ie)

**Fee** Examination fee, €71 (Medical Card holders are exempt from this fee)



### Computer and Technology (QQI Level 2 and Level 3) **PART TIME**

**NEW  
COURSE**

*You will learn how to file, print and save documents; learn computer language (devices, software and applications); use software packages, access websites on the internet and become more aware of the safety issues relating to computing.*

**Modules** Computer Skills | Using Technology

**Venue** Mountmellick Further Education and Training Centre

**Frequency** 1 morning or afternoon per week

**Contact** Catherine Lisa on 05786 61338 or email [ctynan@loetb.ie](mailto:ctynan@loetb.ie)

**Fee** There is no fee for this course.

### Arts & Crafts (QQI Level 3) **PART TIME**

**NEW  
COURSE**

*This course introduces aspects of art and design, sketching, painting and craft making. This part time course is ideally suited to those who wish to return to education or those who have an interest in Arts and Crafts.*

**Modules** Art and Design | Crafts

**Venue** Mountmellick Further Education and Training Centre

**Frequency** 1 morning per week

**Contact** Catherine Lisa on 05786 61338 or email [ctynan@loetb.ie](mailto:ctynan@loetb.ie)

**Fee** There is no fee for this course.

### Level 5 Certificate in Early Learning and Care (QQI Level 5 - 5M2009) **FULL TIME**

*This major award is open to adults who wish to re-engage with education, and secure employment in the childcare sector working with children from birth to 6 years.*

**Modules** Professional Practice Placement in ELC | Children's Rights | Legislation and Regulation | Holistic Care of Children (Birth to Six Years) | Early Childhood Growth and Development | Curriculum and Assisting Children with Additional Needs.

**Progression Options** If you have sufficient practical experience in childcare, you may progress to the QQI Level 6 Early Learning and Care. Alternatively, this qualification can allow you to progress into employment within the childcare sector.

**Entry Requirements** Leaving Certificate or equivalent standard of education. Mature students who do not have LC are also eligible to apply. All applicants are subject to an interview and an online assessment.

**Venue** Mountmellick Further Education and Training Centre

**Frequency** Monday to Friday, September to May

**Contact** Dermot Muldowney, Centre Manager 057 862 4196 [mountmellickfet@loetb.ie](mailto:mountmellickfet@loetb.ie)

**Fee** €100 non-refundable centre registration fee. This course is funded through BTEI – refer to page 161 for eligibility.

*Course completion is reliant on Garda Vetting Process.*

## Barber Traineeship

(ITEC Certified - ITEC Diploma in Barbering) **FULL TIME**

**NEW  
COURSE**

**Modules** Diploma in Barbering | Professional Conduct and Business Awareness | Award in Infection Prevention (Covid 19) for hairdressing and barbering | Award in Mental Health Awareness | Customer Service QQI Level 4 | Work Experience

**Progression / Employment Options** Employment is the outcome for traineeships  
**Entry Requirements** Knowledge, skills and competence equivalent to NFQ Level 3

**Venue** Mountmellick Further Education and Training Centre

**Frequency** Fulltime - 6 months

**Contact** Centre Manager Dermot Muldowney: mountmellickfet@loetb.ie; 057 8624196 or Melinda Niland 085-8051912

**Fee** There is no fee for this course

## Early Childhood Care and Education

(QQI Level 6 – 6M2007) **PART TIME**

*The overall aim of this major award is to provide the learner with the opportunity to acquire the knowledge, skill and competence to work as an autonomous practitioner, and/or take responsibility for the work of others in leading and coordinating the provision of a quality early childhood care and education environment which promotes children's well-being, development and learning.*

**Modules** Child Development | Special Needs Assisting | Early Childhood Curriculum | Early Childhood Literacy and Numeracy | Team Leadership | Childhood Social, Legal and Health Studies | Work Practice | Supervision in Early Childhood Care.

**Entry Requirements** QQI Level 5 Certificate in ECCE. All students must be working in either a paid or voluntary capacity in an appropriate early years setting, prior to course commencement.

**Venue** Mountmellick Further Education and Training Centre

**Frequency** 2 evenings per week and a number of Saturdays may be required, over 1 year.  
 September 2021 - May 2022

**Contact** Melinda Niland on 085 8051912 or mniland@loetb.ie or Dermot Muldowney on 0578624196 mountmellickfet@loetb.ie

**Fee** There is no fee for this course.

*Course completion is reliant on Garda Vetting Process.*

### YOUTHREACH PROGRAMME **FULL TIME**

The Youthreach Programme aims to provide a range of educational and holistic learning opportunities for young people that will help them in reaching their individual potential in a safe, secure and challenging environment. Students are offered educational experiences that incorporate 21st Century teaching and learning techniques, as well as educational trips that focus on providing the students with educational experiences. Thus, preparing students to progress on to further education training employment.

A Special Education Needs Initiative (SENI) focuses particular attention to students' soft skills and personal and interpersonal development. Each student is offered and assigned a mentor who works with the student on a one-to-one basis, to assist and enable the student in achieving their goals. Two major award programmes are available and consist of the following modules:

**QQI Level 3 – Employability Skills & ICT** Pyrography | Woodwork | Hairdressing  
Communications | Art and Design | Spreadsheets | Computer Literacy | Internet Skills | Maths  
Career Preparation | Personal Effectiveness | Container Potting and Planting | National  
Framework for Teaching Entrepreneurship (NFTE).

**QQI Level 4 – Employment Skills & Catering Support** Personal Effectiveness, Work Experience,  
IT Skills | Short Order Cooking | Kitchen Skills | Arts & Crafts | Health and Fitness | Teamworking  
Entrepreneurial Skills | Word Processing | Career Planning | Maths | Communications  
Pyrography | Barbering Techniques | National Framework for Teaching Entrepreneurship (NFTE)  
The centre also focuses on Non-Accredited Programmes such as: An Gaisce | National  
Framework for Teaching Entrepreneurship (NFTE) | Green Schools Programme | Youth Social  
Innovators (YSI) | Junk Kouture | Summer Programme (x6 Weeks) and many more.

**Entry Requirements:** The course is primarily aimed at 15-20 year olds, who have left school early with few or no qualifications.

**Venue:** Mountmellick Further Education & Training Centre

**Frequency:** 1-3 years

**Contact:** Dermot on 057 8624196 or email [mountmellickfet@loetb.ie](mailto:mountmellickfet@loetb.ie)

**Closing date for applications:**

**Level 5 & 6 Courses: September 6th, 2021**

**Youthreach Programme: Continuous intake throughout the year.**



## Testimonial

**Jim Cash**

*Learner*



"I like coming to the Youthreach centre because the students and teachers are kind and respectful towards each other. There is a really nice atmosphere in the centre."

COURSE PROSPECTUS 2021-2022

# PORTARLINGTON

## FURTHER EDUCATION AND TRAINING CENTRE

Centre Manager  
Margaret Morrin

Bracklone Street,  
Portarlington, Co. Laois

T: 057 8623161  
portarlingtonfet@loetb.ie

Winter Gardening  
English for Speakers of Other Languages

Literacy Classes

General Learning (QQI Level 3)

RTL IT and Office Administration (QQI Level 4)

RTL with Childcare (QQI Level 4)

RTL Intro to Healthcare (QQI Level 4)

Early Learning and Care (QQI Level 5)

Healthcare Support (QQI Level 5)

Office Administration (QQI Level 5)

Business Management (QQI Level 6)

Social Care (QQI Level 6)

Certificate for Accounting Technicians

Diploma for Accounting Technicians

Advanced Certificate in Administration

Practice (QQI Level 6)

PLC Courses

Early Learning and Care (QQI Level 5)

Office Administration (QQI Level 5)

Healthcare Support (QQI Level 5)

# PORTARLINGTON



## FURTHER EDUCATION AND TRAINING CENTRE

### Winter Gardening **PART TIME**

NEW  
COURSE

*Add some colour to your garden in winter and prepare for the next growing season.*

**Venue** Portarlinton Further Education and Training Centre

**Frequency** 1 morning per week, September 2021

**Contact** Kathleen on 087 9573654 or email [kdunne@loetb.ie](mailto:kdunne@loetb.ie)

**Fee** There is no fee for this course

### English for Speakers of Other Languages (ESOL) **PART TIME**

*This course aims to provide the learner with the knowledge, skills and competence to communicate socially in work related tasks at an elementary level in English.*

**Venue** Portarlinton Further Education and Training Centre

**Frequency** 1 morning or 1 evening per week, September 2021

**Contact** Deirdre on 057 8661338 or email [dbrennan@loetb.ie](mailto:dbrennan@loetb.ie)

**Fee** There is no fee for this course.

### Literacy Classes **PART TIME**

*Do you want to improve your reading, writing, spelling or computers skills? Our literacy classes are made up of small groups where these skills can be learnt in a safe and friendly environment.*

**Entry Requirement** A staff member will meet you to recommend a group to ensure your needs are being met. Classes commence on an ongoing basis as the need arises. Please enquire at the Centre.

**Venue** Portarlinton Further Education and Training Centre.

**Frequency** 1 morning or afternoon per week

**Contact** Ann Marie on 057 8661338 or email [amahon@loetb.ie](mailto:amahon@loetb.ie)

**Fee** There is no fee for this course.

### General Learning (QQI Level 3) **PART TIME**

*This course is ideal for those who left school early and have never completed any exams. The class is small and learners have regular feedback on how they are progressing. In some cases, learners might need additional one-to-one support for a few weeks which can be provided.*

**Modules** Maths | IT | Communications

**Entry Requirements** The Co-ordinator will meet each learner and ensure it is the correct course for them.

**Venue** Portarlinton Further Education and Training Centre

**Frequency** 3 mornings per week, 9:30am – 11:30am, September 2021

**Contact** Ann Marie on 057 8661338 or email [amahon@loetb.ie](mailto:amahon@loetb.ie)

**Fee** There is no fee for this course.

### Return to Learning with IT and Office Administration

#### General Learning (QQI Level 4 - 4M2010) **FULL TIME or PART TIME**

*This course will provide the learner with the opportunity to develop skills to pursue a range of employment opportunities and it can allow students to progress to further education and training.*

**Modules** Mathematics (Level 3) | Information Technology Skills (ITS) | Work Experience | Personal Effectiveness | Communications | Computer Applications | Career Planning | Mathematics (Level 4) | Bookkeeping & Accounts

**Progression Options** This course can provide the learner with competencies to progress to QQI Level 5 Programmes.

**Entry Requirements** Candidates will be expected to have a minimum of either a QQI Level 3, Junior Certificate English or Maths (Ordinary level), Word Processing Level 3, or provide a working knowledge of English or Maths at this level. Included in the admission process is an interview, followed by an online assessment in Maths and English.

**Venue** Portarlington Further Education and Training Centre

**Contact** Margaret on 057 8623161 or email [portarlingtonfet@loetb.ie](mailto:portarlingtonfet@loetb.ie)  
[www.portarlingtonfetc.ie](http://www.portarlingtonfetc.ie)

**Fee** €100 non-refundable Centre Registration, payable by all learners.

#### **FULL TIME OPTION**

**Frequency** 5 days per week - commencing September 2021. Learners have the choice to complete the course in either 1 or 2 years, on a full time basis.

**Fee** Students must be eligible under the VTOS Scheme – see page 161

#### **PART TIME OPTION**

**Frequency** 2 - 3 days per week, over 2 years – commencing September 2021.

**Fee** Students must be eligible under BTEI – see page 161

## Return to Learning with Childcare – General Learning

(QQI Level 4 – 4M2010) **FULL TIME or PART TIME**

*This course will provide the learner with the opportunity to develop skills to pursue a range of employment opportunities and it can allow students to progress to further education and training.*

**Modules** Mathematics (Level 3) | Information Technology Skills (ITS) | Work Experience | Personal Effectiveness | Communications | Computer Applications | Career Planning | Mathematics (Level 4) | Child Development & Play

**Progression Options** This course can provide the learner with competencies to progress to QQI Level 5 Programmes.

**Entry Requirements** Candidates will be expected to have a minimum of either a QQI Level 3, Junior Certificate English or Maths (Ordinary level), Word Processing Level 3, or provide a working knowledge of English or Maths at this level. Included in the admission process is an interview, followed by an online assessment in Maths and English.

**Venue** Portarlinton Further Education and Training Centre

**Contact** Margaret on 057 8623161 or email [portarlintonfetc@loeth.ie](mailto:portarlintonfetc@loeth.ie)  
[www.portarlintonfetc.ie](http://www.portarlintonfetc.ie)

**Fee** €100 non-refundable Centre Registration, payable by all learners

### FULL TIME OPTION

**Frequency** 5 days per week - commencing September 2021. Learners have the choice to complete the course in either 1 or 2 years, on a full time basis.

**Fee** Students must be eligible under the VTOS Scheme – see page 161

### PART TIME OPTION

**Frequency** 2 - 3 days per week, over 2 years – commencing September 2021.

**Fee** Students must be eligible under BTEI – see page 161



### Return to Learning with Introduction to Healthcare

- General Learning (QQI Level 4 - 4M2010) **FULL TIME or PART TIME**

*This major award will provide the learner with the opportunity to develop skills to pursue a range of employment opportunities and it can allow learners to progress to further education and training.*

**Modules** Mathematics (Level 3) | Information Communication Technology (ITS) | Work Experience | Personal Effectiveness | Communications| Computer Applications| Career Planning | Mathematics (Level 4) |Introduction to Healthcare

**Progression Options** This course can provide the learner with competencies to progress to QQI Level 5 Programmes.

**Entry Requirements** Candidates will be expected to have a minimum of either a QQI Level 3, Junior Certificate English or Maths (Ordinary level), Word Processing Level 3, or provide a working knowledge of English or Maths at this level. Included in the admission process is an interview, followed by an online assessment in Maths and English.

**Venue** Portarlinton Further Education and Training Centre

**Contact** Margaret on 057 8623161 or email [portarlintonfet@loetb.ie](mailto:portarlintonfet@loetb.ie)  
[www.portarlintonfetc.ie](http://www.portarlintonfetc.ie)

**Fee** €100 non-refundable Centre Registration, payable by all learners.

#### FULL TIME OPTION

**Frequency** 5 days per week - commencing September 2021 Learners have the choice to complete the course in either 1 or 2 years, on a full time basis.

**Fee** Students must be eligible under the VTOS Scheme – see page 161

#### PART TIME OPTION

**Frequency** 2 - 3 days per week, over 2 years – commencing September 2021

**Fee** Students must be eligible under BTEI - see page 161

## Early Learning and Care (QQI Level 5) **FULL TIME**

*This major award is designed for learners who are interested in pursuing a career in childcare or who wish to progress to further study. Participants will learn the principles and practice of caring for young children in a variety of settings including nurseries, crèches and playgroups. Those already working within the industry are welcome to apply.*

**Modules** Stage 1 (Year 1) September 2021 | Professional Practice Placement in ELC | Children's Rights, Legislation and Regulation | Holistic Care of Children (Birth to Six Years) | Early Childhood Growth and Development | Curriculum, Play and Creative Studies | Understanding and Assisting Children with Additional Needs

**Career Opportunities** Graduates can progress and apply for entry to the Early Care and Learning QQI Level 6 (Stage 2)

**Progression Options** Stage 2 (Year 2, commencing September 2022)

**Modules** Advanced Professional Practice Placement in ELC | Sociology and Social Policy in ELC | The Developing Child | Curriculum and Pedagogy | Inclusive Early Learning and Care | Supervision and Administration in ELC

**Entry Requirements** Leaving Certificate or equivalent standard of education. Relevant work experience, coupled with life experience is desirable. Included in the admission process is an interview, followed by an online assessment in Maths and English. All applicants are subject to an interview.

**Venue** Portarlington Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – commencing September 2021  
Contact Margaret on 057 8623161 or email [portarlingtonfet@loeth.ie](mailto:portarlingtonfet@loeth.ie)  
[www.portarlingtonfet.ie](http://www.portarlingtonfet.ie)

**Fee** €100 non-refundable Centre Registration fee

### Healthcare Support (QQI Level 5 - 5M4339) **FULL TIME or PART TIME**

*In response to the demand in our community for skilled care workers, this course will facilitate students to acquire the knowledge and skills necessary for a career in this field of work. This qualification enables graduates to work in nursing homes, day care centres and residential homes or as agency care workers within the community.*

**Modules** Care Support | Safety & Health at Work | Care Skills | Communications | Work Experience | Infection Prevention and Control | Care of the Older Person | Palliative Care

**Career Opportunities** Successful graduates will be able to obtain employment as healthcare workers in hospitals, nursing homes, community day services and as home-help support or apply to Third Level Institutions for a Nursing Degree.

**Entry Requirements** Leaving Certificate or equivalent standard of education. All applicants are subject to an interview and an online assessment in Maths and English.

**Venue** Portarlington Further Education and Training Centre.

**Contact** Margaret on 057 8623161 or email [portarlingtonfet@loetb.ie](mailto:portarlingtonfet@loetb.ie)  
[www.portarlingtonfet.ie](http://www.portarlingtonfet.ie)

**Fee** €100 non-refundable Centre Registration fee, payable by all learners.

#### FULL TIME OPTION

**Frequency** 5 days per week, over 1 year – commencing September 2021

**Fee** Refer to page 161 for VTOS eligibility and fees and page 162 for PLC fees.

#### PART TIME OPTION

**Frequency** 3 mornings per week, over 2 years – commencing September 2021

**Fee** Students may be eligible under BTEI Scheme - see page 161

Tuition fees may apply where students are not eligible under BTEI.

*Course completion is reliant on Garda Vetting Process.*

*Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion*

**Office Administration (QQI Level 5 - 5M1997) FULL or PART TIME**

*Within this programme, there are a number of combinations of programme modules that will afford the learner the opportunity to achieve certification in the major award.*

**Modules** Information & Administration | Text Production | Word Processing | Work Experience | Communications | Bookkeeping Manual & Computerised | Medical Terminology | Spreadsheet Methods | Payroll Manual & Computerised

Students who successfully complete this course can apply for a place on the QQI Level 6 Advanced Certificate in Administration Practice or to the Certificate in Accounting Technicians programme within the Centre. Learners may also apply to Third Level Institutes and Colleges through the QQI Higher Education Links Scheme or take up employment within their chosen streams.

**Entry Requirements** Leaving Certificate or equivalent standard of education. Included in the admission process is an interview, followed by online assessment in English and Maths.

**Progression Options**

**Venue** Portarlington Further Education and Training Centre

**Fee** €100 non-refundable Centre Registration fee, payable by all learners.

**Contact** Margaret on 057 8623161 or email [portarlingtonfet@loeth.ie](mailto:portarlingtonfet@loeth.ie)  
[www.portarlingtonfetc.ie](http://www.portarlingtonfetc.ie)

**FULL TIME OPTION**

Three streams are offered: Office Administrator, Payroll Assistant (Computerised Sage Micro Pay Software package) and Bookkeeper (Computerised Sage Line 50 Software Package).

**Frequency** 5 days per week, over 1 year – commencing September 2021

**Fee** Refer to page 161 for VTOS eligibility and fees and page 162 for PLC fees.

**PART TIME OPTION**

Two streams are offered: Office Administrator and Payroll Assistant (Manual system and Sage Micro Pay Software Package).

**Frequency** 2 - 3 days per week, over 2 years – commencing September 2021

**Fee** Students must be eligible under the BTEI see page 161

*Course completion is reliant on Garda Vetting Process.*

*Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.*

# PORTARLINGTON



## FURTHER EDUCATION AND TRAINING CENTRE

### Business Management (QQI LEVEL 6 - 6M5013) FULL TIME or PART TIME

*On completion of this programme learners will have the skills, knowledge and competencies to work in a supervisory capacity in an administrative role on the private, public or voluntary sector and or to progress to higher education and training.*

**Modules** Administration Practice | Work Experience | Web Authoring | Audio Transcription | Finance| Customer Service | Business Management| Human Resource Management

**Progression Options** Graduates could progress to University to complete QQI Level 7 and Level 8 courses. Successful graduates could also seek out management roles in an office-based environment. Graduates may progress to the Certificate for Accounting Technicians and seek exemptions in Business Management subject.

**Entry Requirements** Leaving Certificate, Business Administration QQI Level 5 or equivalent standard of education. Included in the Admission process is an interview followed by an online assessment in Mathematics and English.

**Venue** Portarlinton Further Education and Training Centre

**Contact** Margaret on 057 8623161 or email [portarlintonfet@loetb.ie](mailto:portarlintonfet@loetb.ie) [www.portarlintonfet.ie](http://www.portarlintonfet.ie)

#### FULL TIME OPTION

Frequency 5 days per week, over 1 year – commencing September 2021

#### PART TIME OPTION

Frequency 2 - 3 days per week, over 2 years – commencing September 2021

**Fee** Students must be eligible under the BTEI see page 161

### Social Care (QQI Level 6 - 6M2218) PART TIME

*Social Care is a rapidly expanding professional work area in Ireland, particularly with the current emphasis on Person Centred Planning in Irish social care policy. This two-year part-time professional qualification has been developed for people who wish to pursue a career in social care.*

**Modules** Work Experience | Rehabilitation Practice | Communications | Boundary Management | Health Promotion | Person Centred Planning | Mental Health Awareness | Disability Awareness | Intellectual Disability (Level 5)

**Entry Requirements** QQI Level 5 in Social Care, Healthcare Support or experience within a relevant discipline. Included in the admission process is an interview followed by an online assessment in English.

**Career Opportunities** Upon successful completion students can seek employment within a community social care setting.

**Frequency** 2 days per week (8 hrs.), over 2 years – commencing September 2021.

**Venue** Portarlinton Further Education and Training Centre

**Fee** Non-refundable Centre Registration Fee €100

Students must be eligible under BTEI – see page 161

Course completion is reliant on Garda Vetting Process.

Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.

# PORTARLINGTON



## FURTHER EDUCATION AND TRAINING CENTRE

### Professional Qualification: Certificate for Accounting Technicians **FULL TIME**



- Portarlington FETC is an approved Partner of Accounting Technicians Ireland and Sage Certified Training Centre.
- The Work Experience requirements are based on learning outcomes and assessments criteria of the units which make up the Accounting Technicians of Ireland Diploma for Accounting Technicians.

Accounting Technicians Ireland awards two separate nationally and internationally recognised qualification:

**Year 1: The Certificate for Accounting Technicians**

**Year 2: The Diploma for Accounting Technicians**

The Diploma for Accounting Technicians is awarded upon successful completion of both the Certificate for Accounting Technicians and the Diploma for Accounting Technicians plus the completion of the Work Experience requirements.

### Year 1: Certificate for Accounting Technicians / FULL TIME

**Subjects** Financial Accounting | Taxation | Law and Ethics | Business Management

#### Entry Requirements

- Applicants will be expected to have a Leaving Certificate, Business Administration QQI Level 5 Major Award with Distinction or equivalent standard of education.
- All entry is subject to interview & Centre based assessment.
- All applicants are subject to an interview.
- Included in the Admission Process is an online assessment in Maths and English.
- Each learner must have secured a one or two-day work placement at the admission stage.

**Venue** Portarlington Further Education and Training Centre and work placement venue.

**Frequency** 5 days a week, over 1 year – Monday, Tuesday & Wednesday learners are classroom based. Thursday and Friday learners undertake work experience.

#### Fees

- A €100 non-refundable Portarlington FETC Registration fee, payable by all learners.
- Additional fees are payable directly to the Accounting Technicians Ireland for the cost of the books and materials, examination, exemption and referral fees. Proof of this payment must be presented at registration.
- Portarlington FETC will fund the annual registration fee of €170 to the Accounting Technicians Ireland, on behalf of the learner.
- Learners must be eligible under the VTOS Scheme - see page 161.

#### Fees for non-VTOS eligible learners

- €900 payable to Portarlington FETC, this includes €100 Centre Registration and 4 subjects @ €200 per subject.
- Additional fees are payable to the Accounting Technicians, such as annual registration fee (€170), materials and books, examination fees, referral fees and exemption fees. Proof of payment of these fees must be presented to registration. For more information, log onto [www.accountingtechniciansireland.ie](http://www.accountingtechniciansireland.ie)

# PORTARLINGTON



## FURTHER EDUCATION AND TRAINING CENTRE

### Year 2 – The Diploma for Accounting Technicians / FULL TIME



To gain entry to Year 2 learners must have successfully completed the Year 1 Certificate for Accounting Technicians.

**Subjects** Advanced Financial Accounting | Advanced Taxation | Management Accounting | Integrated Accounting Systems (IAS)

**Progression** Graduates of the Diploma for Accounting Technicians programme may gain direct entry to Year 3 of the Level 8 Bachelor of Business Studies (Accountancy) part-time course accredited by the Institute of Public Administration ([www.ipa.ie](http://www.ipa.ie)), a registered college of University College Dublin. This course is offered within Portarlinton FETC as a part-time evening programme. Accounting Technicians graduates can also develop successful careers in accounting positions.

**Frequency** 5 days a week, over 1 year – Monday, Tuesday & Wednesday learners are classroom based. Thursday and Friday learners undertake work experience.

#### Fees:

- A €100 non-refundable Portarlinton FETC Registration fee, payable by all learners.
- Additional fees are payable directly to the Accounting Technicians Ireland for the cost of the books and materials, examination, exemption and referral fees. Proof of this payment must be presented at registration.
- Portarlinton FETC will fund the annual registration fee of €65 to the Accounting Technicians Ireland, on behalf of the learner.
- The Integrated Accounting Systems (Sage) Examination Fee of €120 must be paid to Accounting Technicians Ireland by the learner in November. Proof of this mandatory payment must be presented to Portarlinton FETC in early October.
- Learners must be eligible under the VTOS Scheme - see page 161.

#### Fees for non-VTOS eligible learners

- €900 payable to Portarlinton FETC, this includes €100 Centre Registration and 4 subjects @ €200 per subject.
- Additional fees are payable to the Accounting Technicians, such as annual registration fee (€65), materials and books, examination fees, referral fees and exemption fees. Proof of payment of these fees must be presented to registration.
- The Integrated Accounting Systems (Sage) Examination Fee of €120 must be paid to Accounting Technicians Ireland by the learner in November. Proof of this mandatory payment must be presented to Portarlinton FETC in early October.
- For more information, log onto [www.accountingtechniciansireland.ie](http://www.accountingtechniciansireland.ie)

## Advanced Certificate in Administration Practice

(QQI LEVEL 6 - 6M4985)

**FULL TIME**

*On completion of this programme learners will have the skills, knowledge and competencies to work in a supervisory capacity in an administrative role on the private, public or voluntary sector and or to progress to higher education and training.*

**Modules** Business Management | Work Experience | Web Authoring | Marketing Management | Digital Marketing | Finance | Customer Service | Word Processing | Audio Typing

**Entry Requirements** Leaving Certificate, Business Administration QQI Level 5 or equivalent standard of education. Included in the Admission process is an interview followed by an online assessment in Maths and English.

**Progression Options** Graduates could progress to University to complete QQI Level 7 and Level 8 courses. Successful graduates could also seek out management roles in an office based environment. Graduates may progress to the Certificate for Accounting Technicians and seek exemptions in Business Management subject.

**Venue** Portarlinton Further Education and Training Centre

**Contact** Margaret on 057 8623161 or email [portarlintonfet@loetb.ie](mailto:portarlintonfet@loetb.ie)  
[www.portarlintonfet.ie](http://www.portarlintonfet.ie)

### FULL TIME OPTION

**Frequency** 5 days per week, over 1 year – commencing September 2021.

**Fee** Non-refundable Centre Registration Fee €100

Students must be eligible under the VTOS Scheme – see page 161

### PART TIME OPTION

**Frequency** 2 - 3 days per week, over 2 years – commencing September 2020.

**Fee** Non-refundable Centre Registration Fee €100

Students must be eligible under BTEI – see page 161



### POST LEAVING CERTIFICATE PROGRAMMES

#### Early Learning and Care (QQI LEVEL 5) **PLC**

*This course is designed for learners who are interested in pursuing a career in childcare or who wish to progress to further study. Participants will learn the principles and practice of caring for young children in a variety of settings including nurseries, crèches and playgroups. Those already working within the industry are welcome to apply.*

**Modules** Stage 1 (Year 1) September 2021

Professional Practice Placement in ELC | Children's Rights, Legislation and Regulation | Holistic Care of Children (Birth to Six Years | Early Childhood Growth and Development | Curriculum, Play and Creative Studies | Understanding and Assisting Children with Additional Needs

**Progression** Graduates can progress and apply for entry to the Early Care and Learning QQI Level 6 (Stage 2)

**Modules** Stage 2 (Year 2, commencing September 2022)

Advanced Professional Practice Placement in ELC | Sociology and Social Policy in ELC | The Developing Child | Curriculum and Pedagogy | Inclusive Early Learning and Care | Supervision and Administration in ELC

**Entry Requirements** Leaving Certificate or equivalent standard of education. Included in the admission process is an interview, followed by an online assessment in Maths and English. All applicants are subject to an interview.

**Venue** Portarlington Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – commencing September 2021

**Contact** Margaret on 057 8623161 or email [portarlingtonfet@loetb.ie](mailto:portarlingtonfet@loetb.ie)  
[www.portarlingtonfet.ie](http://www.portarlingtonfet.ie)

**Fee** €100 non-refundable Centre Registration fee

Course completion is reliant on Garda Vetting Process.

Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.

PLC fees: do not apply to the following:

- Persons entitled to a medical card,
- a Jobseeker's payment
- a means-tested welfare payment
- Family Income Supplement.
- Dependents of persons on such payments are also eligible
- Persons who are unwaged and with less than upper second level education

Full fees will apply to those who do not meet into the above categories

# PORTARLINGTON



## FURTHER EDUCATION AND TRAINING CENTRE

### Office Administration (QQI Level 5 - 5M1997) **PLC**

*Within this programme, there are a number of combinations of programme modules that will afford the learner the opportunity to achieve certification in the major award.*

**Modules** Information & Administration | Text Production | Word Processing | Work Experience | Communications | Bookkeeping Manual & Computerised | Medical Terminology | Spreadsheet Methods | Payroll Manual & Computerised

Students who successfully complete this course can apply for a place on the QQI Level 6 Advanced Certificate in Administration Practice or to the Certificate in Accounting Technicians programme within the Centre. Learners may also apply to Third Level Institutes and Colleges through the QQI Higher Educations Links Scheme or take up employment within their chosen streams.

**Entry Requirements** Leaving Certificate or equivalent standard of education. Included in the admission process is an interview, followed by online assessment in English and Maths.

#### Progression Options

**Venue** Portarlinton Further Education and Training Centre

**Fee** €100 non-refundable Centre Registration fee, payable by all learners.

**Contact** Margaret on 057 8623161 or email [portarlintonfet@loetb.ie](mailto:portarlintonfet@loetb.ie)  
[www.portarlintonfet.ie](http://www.portarlintonfet.ie)

#### FULL TIME OPTION

**Frequency** 5 days per week, over 1 year – commencing September 2021

*Course completion is reliant on Garda Vetting Process.*

*Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion*

### Healthcare Support (QQI Level 5 - 5M4339) **PLC**

*In response to the demand in our community for skilled care workers, this course will facilitate students to acquire the knowledge and skills necessary for a career in this field of work. This qualification enables graduates to work in nursing homes, day care centres and residential homes or as agency care workers within the community.*

**Modules** Care Support | Safety & Health at Work | Care Skills | Communications | Work Experience | Infection Prevention and Control | Care of the Older Person | Palliative Care  
**Career Opportunities** Successful graduates apply to Third Level Institutions for a Nursing Degree or will be able to obtain employment as healthcare workers in hospitals, nursing homes, community day services and as home-help support.

**Entry Requirements** Leaving Certificate or equivalent standard of education. All applicants are subject to an interview and an online assessment in Maths and English.

**Venue** Portarlinton Further Education and Training Centre.

**Contact** Margaret on 057 8623161 or email [portarlintonfet@loetb.ie](mailto:portarlintonfet@loetb.ie)  
[www.portarlintonfet.ie](http://www.portarlintonfet.ie)

**Fee** €100 non-refundable Centre Registration fee, payable by all learners.

#### FULL TIME OPTION

**Frequency** 5 days per week, over 1 year – commencing September 2021

*Course completion is reliant on Garda Vetting Process.*

*Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion*

## Testimonials

### Caroline Havill

Healthcare Student

"I enjoyed my level 5 Healthcare Course. All the tutors were very helpful and encouraging throughout. I enjoyed making new friends and found them to be very supportive. Anyone interested in doing the Level 5 Healthcare Course, I recommend you find work placement as soon as starting the course. Do not be afraid to try a variety of healthcare settings."



### Therese Bowe

ATI Year 2 Student

"I just wanted to drop you a quick note to say thank you for everything the last couple of years.

It was a challenge to complete the ATI course and exams online but thankfully it all paid off and I'm totally thrilled to have received 4 distinctions. The other good news is that I started working 3 weeks ago in the Finance & Accounts Department. I really couldn't be happier. I want to thank all my mentors in Portarlington ETB - I couldn't have done it without you. I hope all the current ATI students there gain the invaluable skills and knowledge that I did."

### Emma Cribbon

ATI Year 2 Student

"I am starting a new Accounting position in June and a massive thank you.

I'm also going to take this opportunity to thank you from the bottom of my heart for everything over the past 3 years, all your encouragement."



COURSE PROSPECTUS 2021-2022

# PORTLAOISE

## FURTHER EDUCATION AND TRAINING CENTRE

*Centre Manager*

**Lisa McEvoy**

Ridge Road,  
Portlaoise, Co. Laois

T: 057 8661338  
[portlaoisefet@loetb.ie](mailto:portlaoisefet@loetb.ie)

**LOETB Portlaoise offer a full  
range of QQI programmes.**

### **PART TIME COURSES**

QQI Level 2  
QQI Level 3  
QQI Level 4  
QQI Level 5

### **FULL TIME COURSES**

QQI Level 4  
QQI Level 5

# PORTLAOISE



## FURTHER EDUCATION AND TRAINING CENTRE

### Family Learning **PART TIME**

*Family Learning supports parents to help their children learn. If you want to be able to assist your child with his or her homework or find out other ways to encourage your child's learning, this course is for you. Parents of both primary and secondary school children can avail of the short courses in a range of locations across the county.*

**Courses** Maths for Parents | Storysacks | Cookery for parents and children | Learn with Lego | Creative Writing | Art

**Venues** Portlaoise Further Education and Training Centre, Mountmellick, Portarlinton and Mountrath. Preference will be given to parents of children in DEIS funded schools.

**Frequency** 6-8 weeks in duration, 1 evening or morning per week - October 2021

**Contact** Ann on 085 8760327 or email [ashields@loetb.ie](mailto:ashields@loetb.ie)

### Intensive Tuition in Adult Basic Education **PART TIME**

*This is an intensive 10-week course in adult basic education which offers participants the opportunity to improve their reading, writing and spelling. Intensive programmes generally enable learners to engage in a type of project decided by the group. Intensive tuition can be delivered in a range of ways e.g. through art, gardening, drama etc.*

**Venue** Portlaoise Further Education and Training Centre.

**Frequency** 6 hrs per week (2 mornings or 2 afternoons) - October 2021 to June 2022

**Contact** Ann Marie on 057 8661338 or email [amahan@loetb.ie](mailto:amahan@loetb.ie)

**Fee:** There is no fee for this course.

### Literacy, English and Communications **PART TIME**

*Do you want to improve your reading, writing, spelling or computer Skills? Why not join a small literacy group where you can learn these skills with a few likeminded others? A staff member will meet you before recommending a group to ensure your needs are being met. Classes are developed on an ongoing basis as the need arises. Please give us a call to enquire.*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 morning or afternoon or evening per week (continuous intake)

**Contact** Ann Marie on 057 8661338 or email [amahan@loetb.ie](mailto:amahan@loetb.ie)

**Fee** There is no fee for this course.

# PORTLAOISE



## FURTHER EDUCATION AND TRAINING CENTRE

### Maths for Trades **PART TIME**

*This 10-week course is for those currently on craft apprenticeships who need support with maths. You will practice your maths skills and find out which maths skills you may need to improve.*

**Content** Maths skills required to work in the trades. | How Maths is used on the job.

**Venue** Portlaoise Further Education and Training Centre

**Frequency** Wednesday 6:30pm-8:30pm, over 10 weeks

**Contact** Catherine Lisa on 057 8661338 or email ctynan@loetb.ie

**Fee** There is no fee for this course.

### Study Skills Module **PART TIME**

*This course will enable learners to gain the key skills in how to study effectively and gain a qualification. Learners will learn time management skills, how to write an assignment, how to reference material and a range of study skills to help them progress through their chosen course.*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 morning or evening per week, over 10 weeks, starts September 2021

**Contact** Lisa on 057 8661338 or email lmcevoy@loetb.ie

**Fee** There is no fee for this course.

### Beginner and Advanced Computers **PART TIME**

*Computer courses are available from complete beginners right up to advanced levels. Beginner computers will enable you to become familiar with using a computer, learn how to navigate the internet, write an email, etc. More advanced options are available in Word Processing, Spreadsheets and Database.*

**Modules** Options from QQI Level 1 to Level 5

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 morning or afternoon per week, over 14 weeks

**Contact** Ann Marie on 057 8661338 or email amahon@loetb.ie

**Fee** There is no fee for this course.

# PORTLAOISE



## FURTHER EDUCATION AND TRAINING CENTRE

### English and Digital Skills (QQI Level 2) **PART TIME**

*This course is for anyone who is finding it difficult to progress in education due to the gap in their literacy and I.T. skills. This course will help you with your reading, writing, spellings and I.T. skills. Elements of ICT Skills will also be integrated into this course, you will learn how to set up an email account, send emails, type a letter and browse the internet with confidence. This course will help you progress to a Level 3 Programme.*

**Venue:** Portlaoise Further Education and Training Centre

**Frequency:** 2 hours, 1 morning per week - September 2021 to May 2022 (continuous intake)

**Contact:** Ann Marie on 057 8661338 or email amahon@loetb.ie

**Fee** There is no fee for this course.

### Introduction to Sewing and Dressmaking (QQI Level 2) **PART TIME**

*This course is for anyone who would like to improve their reading and writing skills while learning how to sew, starting with the basics and introducing dressmaking skills. This course will give you the skills needed to progress to Level 3 Sewing.*

#### Modules

**Craft** September 2020 to January 2021

**Design** January 2021 to May 2021

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 2 hours, 1 afternoon per week

**Contact** Ann Marie on 057 8661338 or email amahon@loetb.ie

**Fee** There is no fee for this course.

### Creative Life Science Programme (QQI LEVEL 2) **PART TIME**

*This course is for anyone who wants to develop their literacy skills and has an interest in gardening, nature and art. Learners will achieve two modules at the end of this course and learn to create a wildflower garden, as part of their project work*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** One morning per week, over 32 weeks - September 2021 to May 2022

**Contact** Ann Marie on 05786 61338 or email amahon@loetb.ie

**Fee** There is no fee for this course.

# PORTLAOISE



## FURTHER EDUCATION AND TRAINING CENTRE

### Art (QQI Level 3) **PART TIME**

*This course introduces many aspects of art and design, including sketching, painting and craft making. This is a basic art course that is ideally suited to those who wish to return to education or those who have already completed Level 2 Art and want to continue to improve their literacy skills and confidence in a practical environment.*

**Modules** Art and Design | Pyrography

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 2 hours, one afternoon or morning per week, September 2021 to May 2022

**Contact** Catherine Lisa 05786 61338 or email [ctynan@loetb.ie](mailto:ctynan@loetb.ie)

**Fee** There is no fee for this course.

### Digital Media (QQI Level 3) **PART TIME**

*This course is for anyone who wishes to find out more about digital media, e.g. be able to use a set of mobile phone applications, and develop basic skills on social media.*

**Venue** Portlaoise FET Centre

**Frequency** One morning or afternoon per week for 14 weeks, September to December 2021

**Contact** Catherine Lisa 05786 61338 or email [ctynan@loetb.ie](mailto:ctynan@loetb.ie)

**Fee** There is no fee for this course.

### Digital Photography (QQI Level 3) **PART TIME**

*This course is for anyone who wishes to develop their creative side and learn how to capture a range of images with a camera, use a digital camera properly and develop a range of camera handling techniques.*

**Venue** Portlaoise FET Centre

**Frequency** One morning or afternoon per week for 14 weeks, January to May 2022

**Contact** Catherine Lisa 05786 61338 or email [ctynan@loetb.ie](mailto:ctynan@loetb.ie)

**Fee** There is no fee for this course.



### Employability Skills (QQI LEVEL 3 - 3M0935) **PART TIME**

*This Return to Learning Programme is for people who would like to improve their employment opportunities and/or progress to further education and training programmes. Aimed at early school leavers and people who have been out of education a long time, this major award will improve your computer and literacy skills, and give you the confidence to progress to further studies.*

**Modules** Communications | Maths | Career Preparation | Retail Skills | Word Processing | Ipad Training | Internet Skills | Office Procedures

*Note Learners can take the above modules at their own pace or complete all modules in a year and then progress to other further education and training programmes.*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 2 – 2.5 hours, 3 mornings per week - September 2021 to May 2022

**Contact** Catherine Lisa 05786 61338 or email [ctynan@loetb.ie](mailto:ctynan@loetb.ie)

**Fee** There is no fee for this course.

### English/Communications (QQI Level 3) **PART TIME**

*This course helps the learner to improve their personal and workplace communication skills in areas such as reading, writing, using the internet and sending emails.*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 morning/afternoon/evening per week - September 2021

**Contact** Catherine Lisa 05786 61338 or email [ctynan@loetb.ie](mailto:ctynan@loetb.ie)

**Fee** There is no fee for this course.

### Information and Communications Technology Programme (QQI Level 3 - 3M0877) **PART TIME**

*This major award is for people with basic computer skills or who have completed a Level 2 Computer course and want to move to the next step and learn more. This programme will give people the skills they need to progress to our Level 4 General Office Skills Programme.*

**Modules** Word Processing | Internet and Email | Computer Literacy | Desktop Publishing | Spreadsheets | Database | {Communications and Maths recommended for early school leavers who want to progress to higher level courses.}

*Note Learners can take the above modules at their own pace or complete all modules in a year and then progress to further education and training programmes.*

**Venue:** Portlaoise Further Education and Training Centre

**Frequency** 2 – 2.5 hours, 3 mornings per week - September 2020 to May 2021

**Contact** Catherine Lisa 05786 61338 or email [ctynan@loetb.ie](mailto:ctynan@loetb.ie)

**Fee** There is no fee for this course.

### Introduction to Childcare (QQI Level 3) **PART TIME**

*This course presents an introduction to childcare for those who want to return to education and pursue a career in the childcare industry. Learners are introduced to the five areas of child development, the key categories of play and they gain awareness of how to care for the overall health wellbeing and safety of young children aged 0-6 years.*

**Modules** Caring for Children | Child Development and Play

**Venue** Portlaoise FET Centre

**Frequency** One morning per week for 30 weeks, September 2021 to May 2022

**Contact** Ann Marie on 05786 61338 or email amahon@loetb.ie

### Introduction to Gardening (QQI Level 3) **PART TIME**

*This course presents an introduction to gardening for those who want to start growing plants and herbs at home. Learners gain an opportunity to learn the main tools and requirements needed to plant and care for a range of herbs, flowers, plants and shrubs.*

**Modules** Planting and Potting by hand | Container Gardening

**Venue** Portlaoise FET Centre

**Frequency** Two mornings or afternoons per week for 16 weeks, Jan 2022 to May 2022

**Contact** Ann Marie on 05786 61338 or email amahon@loetb.ie

### Introduction to Office Skills (QQI Level 3) **PART TIME**

*This course is for people who would like to learn basic word processing and office skills.*

**Modules** **Word Processing** September 2021 to January 2022

**Office Procedures** January 2022 to May 2022

**Venue** Portlaoise Further Education and Training Centre

**Frequency** Frequency One morning a week for 16 weeks

**Contact** Catherine Lisa 05786 61338 or email ctynan@loetb.ie

**Fee** There is no fee for this course.

### Maths (QQI Level 3) **PART TIME**

*This course is ideal for anyone who wants to build on their basic maths skills. It covers fractions, decimals, percentages, money, area and volume, solving basic equations and collecting and interpreting data.*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 morning or afternoon per week, over 16 weeks - September 2021

**Contact** Catherine Lisa on 05786 61338 or email ctynan@loetb.ie

**Fee** There is no fee for this course.

### Sewing (QQI Level 3) **PART TIME**

*Learners on this course gain an opportunity to develop key skills on the sewing machine, in order to produce crafts and artefacts from a range of materials.*

**Modules** Craft Sewing Level 3

**Venue** Portlaoise FET Centre

**Frequency** One afternoon per week, January 2022 to May 2022

**Contact** Lisa on 05786 61338 or email [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie)

### Leaving Certificate English **PART TIME**

*The course provides learners with an opportunity to study and develop their own English through poetry, novels, short stories and discussion in class.*

**Venue** Portlaoise Further Education and Training Centre.

**Frequency** One morning or evening per week for 30 weeks, September 2021 to May 2022

**Contact** Lisa on 05786 61338 or email [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie)

### Creative Writing for Speakers of a Second Language (ESOL) **PART TIME**

*This course is ideal for non-native English speakers who want to improve on their written English in a fun and creative way.*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** One morning or afternoon per week for 30 weeks, September 2021 to May 2022

**Contact** Deirdre on 05786 61338 or email [dbrennan@loetb.ie](mailto:dbrennan@loetb.ie)

### English for Speakers of a Second Language (ESOL) **PART TIME**

*English classes are offered to speakers of other languages at beginner, intermediate and advanced levels. Following an assessment, each learner is placed on a course depending on their level of English.*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** Morning, afternoon and evening classes are available

**Contact** Deirdre on 05786 61338 or email [dbrennan@loetb.ie](mailto:dbrennan@loetb.ie)

# PORTLAOISE



## FURTHER EDUCATION AND TRAINING CENTRE

### Office Skills (QQI Level 4 - 4M2070) **PART TIME**

*This major award is an entry point for adults who wish to gain a qualification in Office Skills in order to work in the area or progress to a Level 5 Programme. All learners are offered our study skills module as part of this course.*

**Modules** General Office Skills | Bookkeeping | Business English | Maths | Business Calculations | Customer Service | Work Experience | Personal Effectiveness | Computer Applications | Communications | Information Technology Skills

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 4 mornings or afternoons per week, September 2021- May 2022

**Contact** Lisa on 057 8661338 or email [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie)

**Fee** Learners who are eligible for BTEI will be exempt from fees, refer to page 161 for eligibility.

### Early Childhood Education (QQI Level 4) **PART TIME**

*This course allows the learner to gain insight into child development and child development theory, the key concepts of play and how to develop quality play opportunities for children, and introduces necessary hygiene and safety practices when caring for children in a childcare setting.*

**Modules** Child development and Play | Childcare and Safety

**Venue** Portlaoise Further Education and Training Centre

**Frequency** One morning or afternoon per week for 30 weeks, September 2021 to May 2022

**Progression** Learners can progress on to a full time Level 5 programme in order to gain employment in a childcare setting

**Contact** Lisa on 05786 61338 or email [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie)

**Fee** Please see page 161 for BTEI eligibility criteria

### Introduction to Healthcare (QQI Level 4) **PART TIME**

*This course is an ideal starting point for anyone who wishes to commence a career in the healthcare sector.*

**Modules** Healthcare L4

**Venue** Portlaoise Further Education and Training Centre

**Frequency** One morning or afternoon per week for 15 weeks, September 2021 to Dec 2021/ New intake Jan- May 2022

**Progression** Learners can progress on to a full time Level 5 programme in order to work towards employment in a healthcare setting, or consider part time healthcare options at Level 5 at Portlaoise FET Centre

**Contact** Lisa on 05786 61338 or email [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie)

**Fee** Please see page 161 for BTEI eligibility criteria

### Business Administration (QQI Level 5 - 5M2468) **PART TIME**

*This major award is delivered over two years and is for those who want to gain a qualification in this area and wish to pursue a career in the business sector. Learners gain skills to enable them to work in a range of areas such as in office environments, in bookkeeping and accounts and in I.T.*

**Modules** Communications | Bookkeeping Manual and Computerised | Payroll | Word Processing Business Administration Skills| Marketing Practice | Accounting Manual and Computerised | Work Experience

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 day per week 9:30am – 4:30pm, over 2 years

**Contact** Lisa on 057 8661338 or email [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie)

**Fee** Learners eligible for BTEI will be exempt from fees, refer to page 161 for eligibility.

### Healthcare (QQI Level 5) **PART TIME**

*This course is an entry point for adults who wish to commence a career in the healthcare sector. Learners have an opportunity to gain modules at their own pace to contribute towards a full award over two years.*

**Modules** Care of the Older Person | Care Skills | Care | Support | Safety and Health at Work | Communications | Work Experience | Care of the Older Person | Intellectual Disability Studies/ Infection Prevention and Control- contact us for modules running Sept 2021

**Venue** Portlaoise Further Education and Training Centre.

**Frequency** One to two mornings or afternoons per week

**Contact** Lisa on 057 8661338 / email [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie)

**Fee** Please see page 161 for BTEI eligibility criteria

### Preparation for Learning (Research and Study Skills) (QQI Level 5) **PART TIME**

*The aim of this course is to equip learners with a set of useful skills that are necessary for further study at level 5 or above. The course includes research and study skills, IT skills, time management skills, academic writing, assignment structuring and referencing. Career guidance and learner support is provided throughout the course, with regular input from local FET Centres and employers.*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** One afternoon per week, Jan- May 2022

**Contact** Lisa on 057 8661338 / email [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie)

**Fee** Please see page 161 for BTEI eligibility criteria

## The You Programme, Employment Skills for Youth (QQI Level 4 4M0857) **FULL TIME**

**NEW  
COURSE**

*The aim of this Local Training Initiative is to enable learners to develop the relevant knowledge, skill and competence to transition to employment or progress to further education and training. In addition to this, participants will gain transferable skills, including an ability to communicate competently, both verbally and non-verbally. Learners will also develop relevant numeracy skills and the ability to design and implement action plans to assist them along their chosen career path.*

**Modules** Include Customer Service | Communications | Team Working | Work Experience.

**Entry Requirements** The course is aimed primarily at 16-35 year olds.

**Venue** Youth Work Ireland Laois, JFL House, JFL Avenue, Portlaoise.

**Frequency** Monday to Friday, commencing June 2021 to February 2022

**Contact** Emma on 085 8564557, Email: egilchreest@loeth.ie

## Office Skills (QQI Level 4) **FULL TIME**

**NEW  
COURSE**

*This major award is an entry point for adults who wish to gain a qualification in Office Skills in order to work in the area or progress to a Level 5 Programme. All learners are offered our study skills module as part of this course and there is regular input from local employers.*

**Modules** General Office Skills | Bookkeeping | Business English | Maths | Business Calculations | Customer Service | Work Experience | Personal Effectiveness | Computer Applications | Communications | Information Technology Skills | Research and Study Skills | Typing Skills | Career Guidance

**Venue** Portlaoise Further Education and Training Centre

**Frequency** Full time, Monday to Friday (with elements of self-directed and online learning)

**Contact** Lisa on 057 8661338 / email lmcevoy@loeth.ie

**Fee** Please see page 161 for VTOS eligibility criteria

## Information and Communication Technology Skills with Digital Media (QQI LEVEL 4) / 1-year **FULL TIME**

**NEW  
COURSE**

*This course is an entry point for adults who wish to gain a qualification in Information and Communication Technology. All learners are offered our study skills module as part of this course.*

**Modules** Digital Media Technology | Desktop Publishing | Maths | Spreadsheet methods | Work Experience | Computer Applications | Communications | Research skills  
**Venue** Portlaoise Further Education and Training Centre.

**Frequency** Full time, Monday to Friday (with elements of self-directed and online learning)

**Contact** Lisa on 057 8661338 / email lmcevoy@loeth.ie

**Fee** Please see page 161 for VTOS eligibility criteria

### General Learning with Healthcare

(QQI LEVEL 4) **FULL TIME**

**NEW  
COURSE**

*This major award is an ideal start for those who want to develop key skills and progress towards a career in the healthcare sector. All learners are offered study skills and I.T as part of this course and there is regular input from local employers.*

**Modules** Introduction to Healthcare | Communications | Maths | Teamworking | Customer Service | Work Experience | Desktop Publishing | Computer Applications | Information Technology Skills | Research and Study Skills | Typing Skills | Career Guidance

**Venue** Portlaoise Further Education and Training Centre

**Frequency** Full time, Monday to Friday (with elements of self-directed and online learning)

**Contact** 057 8661338 / email [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie) / [portlaoisefet@loetb.ie](mailto:portlaoisefet@loetb.ie)

**Fee** Please see page 161 for VTOS eligibility criteria

### General Learning with Childcare

(QQI LEVEL 4) **FULL TIME**

**NEW  
COURSE**

*This major award is an ideal start for those who want to develop key skills and progress towards a career in the childcare sector. All learners are offered study skills and IT as part of this course and there is regular input from local employers.*

**Modules** Child Development and Play | Caring for Children | Communications | Maths | Teamworking | Customer Service | Work Experience | Desktop Publishing | Computer Applications | Information Technology Skills | Research and Study Skills | Typing Skills | Career Guidance

**Venue** Portlaoise Further Education and Training Centre

**Frequency** Full time, Monday to Friday (with elements of self-directed and online learning)

**Contact** 057 8661338 / email [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie) / [portlaoisefet@loetb.ie](mailto:portlaoisefet@loetb.ie)

**Fee** Please see page 161 for VTOS eligibility criteria

### Business Administration with Marketing

Practice (QQI LEVEL 5) / 1 year **FULL TIME**

**NEW  
COURSE**

*This course is for those who want to gain a qualification in this area and wish to pursue a career in the business sector. Learners gain skills to enable them to work in a range of areas such as in marketing or design roles in business. The course includes regular input from local employers and external businesses.*

**Modules** Marketing Practice | Digital Media | Word Processing | Business Administration Skills | Accounts Manual and Computerised | Work Experience | Research skills | Entrepreneurial Skills | Bookkeeping Manual and Computerised | Communications.

**Venue** Portlaoise Further Education and Training Centre.

**Frequency** Full time, Monday to Friday (with elements of self-directed and online learning)

**Contact** Lisa on 057 8661338 / email [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie)

**Fee** Please see page 161 for VTOS eligibility criteria

## Business Administration with Payroll and Accountancy (QQI LEVEL 5) / 1 year **FULL TIME**

**NEW  
COURSE**

*This course is for those who want to gain a qualification in this area and wish to pursue a career in the business sector. Learners gain skills to enable them to work in business in accounts or payroll departments. The course includes regular input from local employers and external businesses.*

**Modules** Payroll | Bookkeeping Manual and Computerised | Word Processing | Business Administration Skills | Accounts Manual and Computerised | Work Experience | Research skills | Communications | Spreadsheet Methods

**Venue** Portlaoise Further Education and Training Centre.

**Frequency** Full time, Monday to Friday (with elements of self-directed and online learning)

**Contact** Lisa on 057 8661338 / email [lmcevoy@loeth.ie](mailto:lmcevoy@loeth.ie)

**Fee** Please see page 161 for VTOS eligibility criteria

## Office Administration with Legal and Medical Studies (QQI LEVEL 5) / 1 year **FULL TIME**

**NEW  
COURSE**

*This course will enable learners to gain a high standard of administrative/secretarial, business, legal, medical and IT skills essential for office environments. Learners will gain insight into the world of legal and medical practice relevant specifically to a medical receptionist or administrator role in a medical practice, clinic or hospital. The course includes regular input from local employers and businesses.*

**Modules** Information and Administration | Medical Terminology | Word Processing | Business Administration Skills | Text Production | Work Experience | Legal Practice and Procedures | Communications | Safety and Health at Work | Typing Skills

**Venue** Portlaoise Further Education and Training Centre.

**Frequency** Full time, Monday to Friday (with elements of work experience, self-directed and online learning)

**Contact** 057 8661338 / email [lmcevoy@loeth.ie](mailto:lmcevoy@loeth.ie) / [portlaoisefet@loeth.ie](mailto:portlaoisefet@loeth.ie)

**Fee** Please see page 161 for VTOS eligibility criteria

**Progression** Learners can progress on to a full time Level 5 programme in order to work towards employment in a healthcare setting, or consider part time healthcare options at Level 5 at Portlaoise FET Centre



### Healthcare Support with Care Skills

(QQI LEVEL 5) 14 weeks **FULL TIME**

*This 14-week course allows learners to gain and develop key skills in order to work in the healthcare industry. The course includes regular input from local employers and external businesses and an element of work experience.*

**Modules** (Subject to change) Care of the Older person | Care Skills and Infection Prevention and Control

**Venue** Portlaoise Further Education and Training Centre

**Frequency** Full time, 14 weeks, Monday to Friday Oct to Dec 2021 (with work experience and elements of self-directed and online learning)

**Contact** Melinda 085 8051912 or Lisa 087 0997202 or email [mniland@loetb.ie](mailto:mniland@loetb.ie)/ [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie)

**Fee** Please see page 161 for information regarding Traineeship. You may be eligible for a training allowance while on this course.

### Healthcare Support with Infection Prevention and Control (QQI LEVEL 5) 14 weeks **FULL TIME**

*This 14 week course allows learners to gain and develop key skills in order to work in the healthcare industry. The course includes regular input from local employers and external businesses and requires an element of work experience.*

**Modules** (Subject to change) Care Skills | Palliative Care | Safety and Health at Work | Work Experience

**Venue** Portlaoise Further Education and Training Centre

**Frequency** Full time, 14 weeks, Monday to Friday January to May 2022 (with work experience and elements of self-directed and online learning)

**Contact** Melinda 085 8051912 or Lisa 087 0997202 or email [mniland@loetb.ie](mailto:mniland@loetb.ie)/ [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie)

**Fee** Please see page 161 for information regarding Traineeship. You may be eligible for a training allowance while on this course

## YOUTHREACH PROGRAMME **FULL TIME**

The Youthreach Programme aims to provide quality education for young people in a supportive setting. All learners are afforded the opportunity to explore and achieve their potential in a safe, respectful, inclusive & positive learning environment. The Programme supports learners in developing the confidence to make positive life choices. The Programmes we offer are flexible in nature & provide learners with a well-rounded, integrated general education, vocational training & work experience.

**The Centre offers the following QQI Major Awards & Support Services:**

**QQI Level 3 – Employability Skills** Communications | Pyrography | Mathematics | Art & Design | Career Preparation | Health & Fitness | Internet Skills | Computer Literacy | Breads Pastry & Desserts

**QQI Level 4 – Employment Skills** Communications | Career Planning | Entrepreneurial Skills | Customer Service | Maths | Teamworking | IT Skills | Computer Applications | Graphic Design | Short Order Cookery | Art | Health & Fitness | Pyrography

### **Support Services: Guidance Service and Learner Support Service**

Learners at Youthreach Portlaoise also have the opportunity to become involved in the National Framework for Teaching Entrepreneurship (NFTE). Additionally, learners participate in various community work, sporting excursions & educational trips.

**Entry Requirements** The Youthreach Programme is open to young people aged 16 – 20 who have left school early and have few or no qualifications.

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 – 3 years (Full Time)

**Contact** Anne Malone on 057 8681005 or email [amalone@loetb.ie](mailto:amalone@loetb.ie)

## Testimonial

### **Reda Andruskiene**

My name is Reda Andruskiene and I am from Lithuania. When I came to Ireland and I had my family, I decided I needed to improve my English and think about my employment in the future. I started my education in Portlaoise FET Centre with ESOL Level 4 for one year and then progressed on to ESOL Level 5. I since received a Major Award in Office Skills Level 4 and am due to complete the Business Administration Level 5 Programme at the end of this year. Today, I feel much more confident in English and ready to find employment in an office environment.



Course	Start	Time	Day	Duration	Fees
<b>DIGITAL SKILLS/COMPUTERS</b>					
Introduction to Smartphones/ IPADS	Oct 2021	7.30-9.30pm	Tuesday	10 weeks	Free
L3 Word	Sept 2021	6.30-9.30pm	Tuesday	16 weeks	Free
L3 Spreadsheets (Excel)	Sept 2021	6.30-9.30pm	Wednesday	16 weeks	Free
L3 Word	Jan 2022	6.30-9.30pm	Wednesday	16 weeks	Free
L3 Spreadsheets (Excel)	Jan 2022	6.30-9.30pm	Tuesday	16 weeks	Free
<b>LITERACY/ ENGLISH/ ESOL</b>					
Basic Literacy classes	Sept 2021	6.00-8.00pm	Tuesday	14 weeks	Free
Basic Literacy classes	Jan 2022	6.00-8.00pm	Tuesday	14 weeks	Free
Leaving Certificate English	Sept 2021	6.30-9.30pm	Tuesday	30 weeks	Free
Beginner English (ESOL)	Sept 2021	7.00-9.00pm	Monday	16 weeks	Free
ESOL Level 4	Sept 2021	6.30-8.30pm	Mon & Wed	20 weeks	Free
<b>CHILDCARE</b>					
<b>QQI LEVEL 5</b>					
Special Needs Assisting	Sept 2021	6.00- 9.00pm	Monday	14 weeks	€25
Special Needs Assisting	Jan 2022	6.00-9.00pm	Wednesday	14 weeks	€25
<b>QQI LEVEL 6</b>					
Special Needs Assisting Level 6	Sept 2021	6.00- 9.00pm	Monday	14 weeks	€25
Special Needs Assisting Level 6	Jan 2022	6.00- 9.00pm	Wednesday	14 weeks	€25

Course	Start	Time	Day	Duration	Fees
<b>HEALTHCARE</b>					
<b>QQI LEVEL 4</b>					
Introduction to Healthcare	June 2021	6.00-9.00pm	Monday	14 weeks	€25
Introduction to Healthcare	Jan 2022	6.30-9.30pm	Monday	14 weeks	€25
<b>QQI LEVEL 5</b>					
Infection Prevention & Control	Sept 2021	6.10-9.10pm	Monday	14 weeks	€25
Care of the Older Person	Sept 2021	6.20-9.20pm	Monday	14 weeks	€25
Care Support	Sept 2021	6.10-9.10pm	Wednesday	14 weeks	€25
Intellectual Disabilities Studies	Sept 2021	6.20-9.20pm	Wednesday	14 weeks	€25
Safety and Health at work	Jan 2022	6.10-9.10pm	Monday	14 weeks	€25
Care Skills	Jan 2022	6.20-9.20pm	Monday	14 weeks	€25
Intellectual Disability Studies	Jan 2022	6.10-9.10pm	Wednesday	14 weeks	€25
Palliative Care	Jan 2022	6.20-9.20pm	Wednesday	14 weeks	€25
Work Experience	Jan 2022	6.30-9.30pm	Monday	14 weeks	€25
Maternity Care**	Sept 2021	6.00-9.00pm	Monday	14 weeks	**see below
Activities of Living Patient Care **	Jan 2022	6.00-9.00pm	Wednesday	14 weeks	**see below
<b>QQI LEVEL 6</b>					
Creative Arts for Special Education Needs- in conjunction with (Laois Music Generation) ***	Sept 2021	6.00-9.00pm	Tuesday 2 Saturdays	14 weeks	**see below
<b>BUSINESS</b>					
<b>QQI LEVEL 5</b>					
Communications	Sept 2021	6.00-9.00pm	Monday	14 weeks	€25
Payroll	Sept 2021	6.10-9.10pm	Monday	14 weeks	€25

Course	Start	Time	Day	Duration	Fees
<b>BUSINESS</b>					
<b>QQI LEVEL 5</b>					
Business Administration	Sept 2021	6.20-9.20pm	Wednesday	14 weeks	€25
Accountancy Manual and Computerised	Jan 2022	6.10-9.10pm	Monday	14 weeks	€25
Marketing Practice	Jan 2022	6.20-9.20pm	Wednesday	14 weeks	€25
Work Experience	Jan 2022	6.30-9.30pm	Monday	14 weeks	€25
<b>QQI LEVEL 6</b>					
Supervisory Management***	Sept 2021	6.00-9.00pm	Monday	14 weeks	***see below
Project Management***	Jan 2022	6.00-9.00pm	Monday	14 weeks	***see below
Train the Trainer***	Jan 2022	6.30-9.30pm	Wednesday	14 weeks	***see below
Leadership***	Sept 2021	6.00-9.00pm	Wednesday	14 weeks	***see below
Managing People***	Jan 2022	6.00-9.00pm	Wednesday	14 weeks	***see below

All courses are subject to change

\*\* These courses are open to learners in employment, and are free for eligible participants

\*\*\*These courses are open to learners in employment, and are 70% funded for eligible participants

COURSE PROSPECTUS 2021-2022

# **PORTLAOISE**

## **NATIONAL LEARNING NETWORK**

Transition (QQI Level 3)  
Kickstart (QQI Level 4)  
Employer Based Training (QQI Level 4)

# National Learning Network

Investing in People, Changing Perspectives



Dublin Road, Portlaoise

The National Learning Network (NLN) in Portlaoise provides a range of free courses to people who have had an accident, illness, injury, disability or have additional support needs. The course are tailored to each learner's needs, to help them in building their confidence while acquiring practical job-seeking skills to assist them to secure employment or progress on to further education or training.

For further information, contact Emma Gilchreest on 085 8564557 or e-mail [egilchreest@loetb.ie](mailto:egilchreest@loetb.ie)

## Transition (QQI Level 3 - 3M0935) FULL TIME

The Transition course offers young adults and early school leavers the opportunity to explore their future training and employment options in areas such as office administration, retail or catering and hospitality. We help and encourage learners to identify their own strengths and goals as well as providing the practical experience and skills necessary to demonstrate communication, self-advocacy and teamwork within their own communities. The NLN centre provides access to psychological supports, one to one coaching and a personal development and training plan to help with any additional supports the learner may require.

**Modules** Application of Number | Health and Safety Awareness | Work Experience | Health and Fitness | Spreadsheets | Culinary Operations | Desktop Publishing | Personal and Interpersonal Skills | Word Processing | Personal Care and Presentation.

**Entry Requirements** This course takes place at the National Learning Network for people with injury, disability or who require the additional supports available at the NLN.

**Venue** National Learning Network, Dublin Road, Portlaoise

**Frequency** Monday to Friday, continuous intake

**Contact** Emma on 085 8564557, Email: [egilchreest@loetb.ie](mailto:egilchreest@loetb.ie)

**Fee** There is no fee for this course.

**Kickstart (QQ1 Level 4) FULL TIME**

*This course is designed to support learners explore options for either work or for going on to further education whilst gaining a QQI Level 4 major award. Split over three phases, Kickstart offers optional training modules in areas such as hospitality/catering, retail skills and IT/office administration or a general learning award whilst gaining practical work experience with an employer. New skills are acquired through a combination of practical demonstration, instruction, supervised practice, e-learning and on the job training with a host company.*

**Modules** Workplace Resilience | Communications | Career Coaching | Confidence Building  
 [There will also be additional modules specific to your chosen career.]

**Major Awards**

You can choose from a number of major awards at QQI Level 4 which include:

- General Learning (4M2010)
- Office Skills (4M2070)
- Retail Skills (4M1998)
- Catering Skills (4M2805)

**Entry Requirements** This course takes place at the National Learning Network for people with injury, disability or who require the additional supports available at the NLN.

**Venue** National Learning Network, Dublin Road, Portlaoise.

**Frequency** Monday to Friday, continuous intake.

**Contact** Emma on 085 8564557, Email: egilchreest@loetb.ie

**Fee** There is no fee for this course.

**Employer Based Training (EBT)  
 (QQI Level 4 - 4M0857) FULL TIME**

*Traditionally, a workplace-based training course, EBT where possible offers learners a placement with a host company so that they can acquire real life training, skills and experience whilst completing certified work related modules. Upon course completion, learners have moved into jobs in areas such as catering, administration, childcare, horticulture and many more. Additional on the job Certified Training Modules can be delivered on an individual needs basis, such as Safe Pass, HACCP etc.*

**Modules** Include Business English | Career Planning | Communications | Functional Maths | Computer Applications | Customer Service | Information Technology Skills | Personal and Interpersonal Development | Work Experience | Workplace Safety.

**Entry Requirements** This course takes place at the National Learning Network for people with injury, disability or who require the additional supports available at the NLN.

**Venue** National Learning Network, Dublin Road, Portlaoise.

**Frequency** Monday to Friday, continuous intake.

**Contact** Emma on 085 8564557, Email: egilchreest@loetb.ie

**Fee** There is no fee for this course.



COURSE PROSPECTUS 2021-2022

# PORTLAOISE INSTITUTE

Centre Manager  
Keith McClearn

Mountrath Road,  
Portlaoise, Co. Laois

T: 057 8621480  
[info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

Cert in Applied Social Studies (QQI Level 5)  
Cert in Business Studies, with IT Skills (QQI Level 5)  
Early Learning and Care  
Community Health Services,  
with Psychology (QQI Level 5)  
Computer Science (QQI Level 5)  
Digital Creative Media, with Animation (QQI Level 5)  
Engineering Technology (QQI Level 5)  
Exercise & Fitness Instruction (QQI Level 5)  
Healthcare Support (QQI Level 5)  
Nursing Studies (QQI Level 5)  
Nursing Studies, with Midwifery (QQI Level 5)  
Pre-Paramedic Studies (QQI Level 5)  
Security Studies, with Criminology (QQI Level 5)  
Certificate in Hairdressing (QQI Level 5)  
Advanced Certificate in Hairdressing.  
Diploma in Beauty Therapy  
Advanced Diploma in Beauty Therapy

## Certificate in Applied Social Studies (QQI Level 5 - 5M2181) **FULL TIME**

*This course is designed to enable learners to develop the knowledge and skills relevant for careers in youth, community and social work, pastoral care, care provision and teaching.*

**Progression Options** Successful QQI Level 5 Award holders may apply for places in third-level Colleges.

**Modules** Psychology | Social Studies | Intercultural Studies | Equality & Disability | Safety & Health at Work | Communications | Human Growth and Development | Word Processing | Work Experience

**Entry Requirements** Leaving Certificate or equivalent standard of education

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2021

**Contact** Proinnsias Loughnane on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fee** PLC fees are outlined on page 162.

## Certificate in Business Studies, with IT Skills (QQI Level 5 - 5M2102) **FULL TIME**

*The aim of this course is to provide learners with the skills and knowledge to effectively respond to everyday business situations. Learners will be eligible to work in a wide range of business organisations upon completion of the course.*

**Progression Options** Learners who successfully complete this course may apply to Third-level Institutes and Colleges through the Higher Education Links Scheme.

**Modules** Business Administration | Applied Economics | Digital Marketing | Customer Service Work Experience | Bookkeeping – Manual & Computerised | Database Methods | Text Production | Word Processing

**Entry Requirements** Leaving Certificate or equivalent standard of education.

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2021

**Contact** William Flanagan on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fee** PLC fees are outlined on page 162.

## Certificate in Early Learning and Care (QQI Level 5) **FULL TIME**

*This course is designed to develop the communication, intellectual, practical and caring skills essential for people working with children (0-6 years). This course offers the opportunity to gain a Childcare and Special Needs Assistant qualification.*

**Progression Options** Successful QQI Level 5 Award holders may apply for places in third-level Colleges. Learners may also progress to Advanced Certificate in Early Learning and Care (QQI Level 6)

**Modules** Professional Practice Placement in ELC | Children's Rights | Legislation and Regulation Holistic Care of Children (Birth to Six Years) | Early Childhood Growth and Development | Curriculum | Play and Creative Studies | Understanding and Assisting Children with Additional Needs

**Entry Requirements** Leaving Certificate or equivalent standard of education.

**Venue** Portlaoise Institute

**Frequency** 5 days per week, 4 days classroom based, with 1 day on work experience - September 2021

**Contact** Sandra Duggan on 0578621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

## Certificate in Community Health Services, with Psychology (QQI Level 5 – 5M4468) **FULL TIME**

*This course is aimed at learners who wish to gain an initial qualification in one of the many areas of social studies.*

**Progression Options** Learners who successfully complete this course may apply to third-level Institutes and Colleges through the Higher Education Links Scheme and CAO.

**Modules** Mental Health Awareness | Psychology | Safety and Health at Work | Teamworking Work Experience | Child Development | Behavioural Studies | Family Studies | Child Health and Well Being | Understanding Special Needs

**Entry Requirements** Leaving Certificate or equivalent standard of education.

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2021

**Contact** Maria Dunne on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fee** PLC fees are outlined on page 162.

## Certificate in Computer Science (QQI Level 5 - 5M0529) **FULL TIME**

*This course in Computer Science is designed to enable learners gain a broad understanding of Information Technology. It is aimed at learners of Leaving Certificate standard and leads to a QQI Level 5 Certificate in Software Development.*

**Progression Options** Learners who successfully complete this course may gain entry to third-level Institutes and Colleges through the Higher Education Links Scheme or on the basis of mature learner status. Learners typically go on to further study in colleges such as IT Carlow and Athlone IT and in some cases set up their own web business or progress directly to employment.

**Modules** Fundamentals of Object Orientated Programming | Software Architecture | Teamworking | Work Experience | Database Methods | Web Authoring | Programming & Design Principles | Spreadsheets Methods | Mathematics for IT

**Entry Requirements** Leaving Certificate or equivalent standard of education.

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2021

**Contact** Darren Stones on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fee** PLC fees are outlined on page 162.

## Certificate in Digital Creative Media, with Animation (QQI Level 5 - 5M5048) **FULL TIME**

*This course enables learners to develop their observational skills, to explore creativity and personal expression through a broad range of creative digital processes including drawing, animation drawing, computer illustrated graphics, digital photography, graphic design, Photoshop and web authoring.*

**Progression Options** Learners who successfully complete this course can apply for courses in AIT, IADT, Clonmel LIT, CIT, etc.

**Modules** Digital Movie Processing | Computer Illustrated Graphics | Digital Marketing | Animation Drawing Studies | Digital Photography | Graphic Design | Image Processing | Customer Service | Work Experience

**Entry Requirements** Leaving Certificate or equivalent standard of education.

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2021

**Contact** Sean Scully on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fee** PLC fees are outlined on page 162.

## Certificate in Engineering Technology (QQI Level 5 - 5M2061) **FULL TIME**

*This Engineering course aims to equip learners with the necessary practical skills for employment in the engineering industry or as a foundation for learners who wish to pursue further studies in electronic or mechanical engineering in a third-level Institution.*

**Progression Options** A range of programmes at Higher Level Institutions, including Apprenticeships in the areas of mechanical and electrical engineering.

**Modules** Engineering Workshop Processes | Customer Service | Mathematics | Work Experience | Computer Aided Draughting (2D) | Materials Science | Safety & Health at Work | Engineering Workshop Theory | Word Processing

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2021

**Contact** Jane Doherty on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fee** PLC fees are outlined on page 162.

## Certificate in Exercise & Fitness Instruction – **FULL TIME** Leisure Management - Sports Recreation and Exercise (QQI Level 5 - 5M5146)

*This course has been developed to provide graduates with a broad knowledge and practical-skills base, including the exciting new opportunity to take their professional gym instructor qualification to either gain employment or progress to higher education.*

**Progression Options** Learners are eligible to apply for places on a wide range of Higher Certificate and Degree Courses through the Higher Education Links Scheme, in areas including Sport & Recreation, Health & Fitness, Sport Coaching, Leisure Management and Physical Education.

**Modules** Exercise and Fitness | Sport and Recreation Studies | Customer Service | Work Experience | Leisure Facility Administration | Sport Anatomy & Physiology | Exercise and Fitness | Sport and Injury Prevention | Adventure Activities

### **Additional Awards:**

- Certificate in Emergency First Responders (at an additional cost)
- ITEC Certificate in Gym Instruction
- Physical Activity Leaders Award – Irish Sports Council

**Entry Requirements** Leaving Certificate or equivalent standard of education.

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2021

**Contact** Sandra Molloy on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fee** PLC fees are outlined on page 162.

## Certificate in Healthcare Support (QQI Level 5 - 5M4339) **FULL TIME**

*To respond to the growing demand in our community for skilled care workers, this course will facilitate learners to acquire the knowledge and skills necessary for a career in this field of work. This qualification enables graduates to work in nursing homes, day care centres, and residential homes or as agency care workers within the community.*

**Career Opportunities** Successful graduates will be able to obtain employment as healthcare workers in hospitals, nursing homes, community day services and as home-help support.

**Modules** Care Support | Safety & Health at Work | Care Skills | Teamworking | Work Experience | Infection Prevention and Control | Care of the Older Person | Palliative Care Support | Occupational First Aid | Word Processing

**Additional Awards:** Certificate in Patient Handling (at an additional cost) | Certificate in Emergency First Responders (at an additional cost)

**Entry Requirements** Leaving Certificate or equivalent standard of education.

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2021

**Contact** Keith McClearn on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fee** PLC fees are outlined on page 162.

*Course completion is reliant on Garda Vetting Process.*

## Certificate in Nursing Studies (QQI Level 5 / 5M4349) **FULL TIME**

*This course aims to provide the learner with the necessary knowledge and experience to pursue a nursing career at third-level. It will also provide learners with the necessary skills and knowledge to enable them to work as a Healthcare Assistant in hospitals and in nursing homes.*

**Progression Options** Successful graduates of this course may apply for places in Nursing at third-level Colleges and Universities in Ireland and the UK.

**Modules** Anatomy and Physiology | Human Growth and Development | Nursing Theory & Practice | Care Skills | Care of the Older Person | Infection Prevention and Control | Occupational First Aid | Communications | Word Processing | Work Experience

**Additional Awards:** Certificate in Emergency First Responders (at an additional cost) | Certificate in Patient Handling (at an additional cost)

**Entry Requirements** Leaving Certificate or equivalent standard of education.

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2021

**Contact** Dolores O'Brien on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fee** PLC fees are outlined on page 162.

*Course completion is reliant on Garda Vetting Process.*

## Certificate in Nursing Studies, with Midwifery

(QQI Level 5 / 5M4349) **FULL TIME**

*This course aims to give learners the opportunity to gain employment with the HSE, private agencies or nursing homes in the Healthcare sector. It will also enable learners to explore whether the pre-hospital care field is a suitable area for them, while gaining essential life skills in a structured programme. Learners may also progress to further study through the Higher Education Links Scheme both in Ireland and the UK in Healthcare, Paramedic or Nursing.*

**Progression Options** Learners who successfully complete this course may apply to third-level Institutes and Colleges through the QQI Higher Education Links Scheme and CAO.

**Modules** Anatomy and Physiology | Human Growth and Development | Nursing Theory & Practice | Care Skills | Maternity Care Support | Customer Service | Care of the Older Person | Infection Prevention and Control | Work Experience

**Additional Certifications:** First Aid Response | Patient & Manual Handling

**Entry Requirements** Leaving Certificate or equivalent standard of education.

**Venue** Portlaoise Institute

**Frequency** 5 days per week – September 2021

**Contact** Keith McClearn on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fee** PLC fees are outlined on page 162.

## Certificate in Pre-Paramedic Studies - Health Service Skills

(QQI Level 5 - 5M3782) **FULL TIME**

*This course is designed to give learners the opportunity to gain employment with the HSE, private agencies or nursing homes in the Healthcare sector. It also enables learners to explore whether the pre-hospital care field is a suitable area for them, while gaining essential life skills in a structured programme.*

**Progression Options:** Successful QQI Level 5 Award holders may also progress to further study through the Higher Education Links Scheme in Ireland and Healthcare Paramedics or Nursing in the UK.

**Modules:** Emergency Department Care Skill | Palliative Care Support | Care of the Older Person Care Support | Teamworking | Infection Prevention and Control | Word Processing | Work Experience | Care Skills |

**Additional awards:** Certificate in Emergency First Responders (at an additional cost)  
Certificate in Patient Handling (at an additional cost)

**Entry Requirements** Leaving Certificate or equivalent standard of education.

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2021

**Contact** Patricia Creery on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fee** PLC fees are outlined on page 162.

## Certificate in Security Studies, with Criminology

(QQI Level 5 - 5M2110) **FULL TIME**

*This course leading to a QQI Level 5 Certificate in Security Studies is designed to prepare learners for employment in the highly specialised security industry. It introduces the learner to a range of personal and professional qualities required of a security person, an understanding of the relevant legislation, regulations and standards in the Irish private security industry and the skills necessary to obtain employment in the industry.*

**Progression** Previous learners have achieved direct employment in static guarding, mobile security patrols, retail security and security for special events. Learners have also gained entry into the Defence Forces and the Irish Navy. This course gives the learner a valuable insight on how to set up your own security company. Learners who successfully complete this course may apply to the Garda Síochána, Prison Service, third-level Institutes and Colleges through the QQI Higher Education Links Scheme. Learners who complete this award are eligible to apply for membership of the Private Security Authority of Ireland (PSA).

**Modules** Security Industry Procedures | Legal Practice and Procedures | Safety & Health at Work Criminology | Customer Service | Word Processing | Work Experience | Business Administration | Sports Stadium Stewardship | Door Security | Guarding Skills

**Entry Requirements** Leaving Certificate or equivalent standard of education.

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2021

**Contact** Nicola Reilly on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fee** PLC fees are outlined on page 162

Course completion is reliant on Garda Vetting Process.

## Certificate in Hairdressing (QQI Level 5 - 5M3351) **FULL TIME**

*This full-time intensive course in Hairdressing is designed to provide learners with the professional techniques and related knowledge required for employment in the specialized Hairdressing industry. Learners will gain recognized professional qualifications. The course provides a learning environment for both theory and practical skills in a modern fully equipped college hairdressing salon.*

**Progression Options** Having successfully completed this Certificate, learners may progress to the Advanced Certificate in Hairdressing course, also provided at the Institute. Learners may also enter employment in the Hairdressing industry.

**Modules** Hairdressing Theory and Practice | Hairdressing Science | Customer Service | Safety & Health at Work | Work Experience | Beauty Industry Ethics and Practice | Personal Effectiveness | Creative Styling

**Additional Award:** Department of Education and Skills: Junior Trade Certificate in Hairdressing

**Entry Requirements** Leaving Certificate or equivalent standard of education.

**Venue** Portlaoise Institute

**Frequency** 5 days per week: 4 days classroom-based, with 1 day on work experience - September 2021

**Contact** Julia Mullally on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fees** are outlined on <http://www.portlaoiseinstitute.ie/faq>



## Advanced Certificate in Hairdressing **FULL TIME**

*The Advanced Certificate in Hairdressing is specially designed for learners who wish to pursue their career in hairdressing, having successfully completed the Certificate in Hairdressing course. This course requires college attendance and salon experience. Learners will gain internationally recognized professional qualifications. It is a full-time intensive course including practical industry experience. Learners can develop their skills to an advanced level with emphasis on creativity. The course provides a learning environment for both theory and practical skills in a modern fully equipped hairdressing salon.*

**Modules** Hairdressing Theory and Practice | Hairdressing Science | Work Experience | Barbering Techniques | Bridal Hair | Personal Health & Wellbeing | Human Resources

### Awards

- Department of Education and Skills: Senior Trade Certificate in Hairdressing
- ITEC International Diploma in Hairdressing
- QQI Level 5: Barbering Techniques - Minor Award

**Progression** Having successfully completed the Advanced Certificate in Hairdressing course, learners may enter employment in the Hairdressing Industry as a stylist.

**Entry Requirements** The Advanced Certificate in Hairdressing is aimed at learners who have successfully completed the Certificate in Hairdressing. Learners with relevant industry experience are assessed on their merits, therefore do not require the above certification.

**Venue** Portlaoise Institute

**Frequency** 5 days per week: 3 days classroom-based, with 2 days on work placement - September 2021

**Contact** Julia Mullally on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fees** are outlined on <http://www.portlaoiseinstitute.ie/faq>

## Diploma in Beauty Therapy **FULL TIME**

*This is a one-year full time course with practical experience. It leads to an internationally recognised Professional Qualification. It is ideal for those who wish to pursue a career in Beauty Therapy and the beauty related industry. Learners will work with professional skincare and make up products during their training. Learners will need to attend salons/ spas for work experience during their training course.*

**Modules** Anatomy & Physiology | Skincare & Eye Treatments | Electrical Treatments | Makeup | Waxing | Manicure and Pedicure | Professional Conduct & Business Awareness | Work Experience

### Awards

- Diploma in Beauty Specialists – ITEC, CIBTAC Award
- Diploma in Facial Electrical Treatments – ITEC, CIBTAC Award

**Entry Requirements** Leaving Certificate or equivalent standard of education.

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2021

**Contact** Doireann Burke on 057 8621480 or [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fees** are outlined on <http://www.portlaoiseinstitute.ie/faq>

*Modules and Examining Bodies subject to change.*

## Advanced Diploma in Beauty Therapy **FULL TIME**

*This is a one-year course with practical experience leads to an internationally recognised professional qualification. A pre-requisite for progression onto this course is dependent on attainment of CIBTAC and/or ITEC Beauty Specialist and Facial Electrical treatments and successful completion of an interview. Learners will need to attend salons/spas for work experience throughout the course.*

**Modules** Anatomy and Physiology | Figure Analysis | Diet & Exercise | Body Electrical Treatments | Swedish Massage | Cosmetic Chemistry/Dermatology | IPL/Laser | Reflexology | Work Experience

### Awards

- Diploma in Body Treatments – ITEC Award
- Diploma in Reflexology – ITEC Award
- Diploma in Body Therapy – CIBTAC Award

**Awarding Bodies:** CIDESCO – CIBTAC – ITEC

**Entry Requirements** Leaving Certificate or equivalent standard of education. Applicants must have completed Year 1 in Beauty Therapy in order to progress to Year 2.

**Venue** Portlaoise Institute

**Frequency** 5 days per week, 2 of which are work placement – commencing September 2021

**Contact** Doireann Burke on 057 8621480 or email [info@portlaoiseinstitute.ie](mailto:info@portlaoiseinstitute.ie)

**Fees** are outlined on <http://www.portlaoiseinstitute.ie/faq>

*Modules and Examining Bodies subject to change.*

### Closing date for applications:

**Full time courses: August 31st, 2021**

**Late applications may be accepted after these dates, subject to places being available.**

- All applicants must apply on line to [www.portlaoiseinstitute.ie](http://www.portlaoiseinstitute.ie)
- All applicants are subject to an assessment in English.
- Computer Science & Engineering applicants must complete an assessment in Maths.
- Course fees & modules are subject to change.
- Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.

[www.portlaoiseinstitute.ie](http://www.portlaoiseinstitute.ie)



## Testimonial

### James Conroy Nursing Studies student

"I really enjoyed my time at Portlaoise Institute and the Nursing Studies course. Of course I'm delighted with the final QQI results - 9 Distinctions. Furthermore, I have been offered a place at UCD College Dublin for a BSc degree in General Nursing, which I have accepted and currently in my first year there, which to date is going really well. I've been allocated work placement at St. Vincent's University Hospital Dublin as part of my degree programme for the next 4 years. I am really looking forward to the adventure ahead. This of course would not have been possible if it wasn't for the professional tutoring received and valuable experience/ knowledge gained from my time at Portlaoise Institute.

I have to thank all the staff and management at Portlaoise institute for all the valuable experience and knowledge gained from my Nursing Studies course, this helped me immensely in securing a place at UCD. Having completed my QQI level 5 course it has also opened so many more doors, an example is that having a QQI level 5 certificate in Nursing Studies is a passport to work as a Healthcare Assistant (HCA) in many other countries worldwide, Australia and Canada for example recognise Ireland's QQI level 5 certificates which enable you to work as a HCA in these locations". "For anyone considering to take up a QQI level 5 in Nursing Studies, I highly recommend Portlaoise Institute.

The staff are very knowledgeable and experienced nurses who have worked directly in these fields therefore you'll gain valuable knowledge and experience from people who have worked in the field. I found the staff at Portlaoise Institute to be very friendly, approachable and highly professional".



**Jordan Whelan**  
Engineering Student of the Year



**Leanne Hyland**  
Childcare Student of the Year



COURSE PROSPECTUS 2021-2022

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

*Centre Manager*

**Michelle Shanahan**

3rd Floor, Castle Buildings,  
Tara Street, Tullamore,  
Co. Offaly

T: 057 9349424

tullamorefet@loetb.ie

**LOETB Tullamore offer a full  
range of QQI programmes.**

### **PART TIME COURSES**

QQI Level 1  
QQI Level 2  
QQI Level 3  
QQI Level 4  
QQI Level 5

### **FULL TIME COURSES**

QQI Level 3  
QQI Level 4  
QQI Level 5  
QQI Level 6

# TULLAMORE



## FURTHER EDUCATION AND TRAINING CENTRE

### Cookery for Beginners (QQI Levels 1 & 2) **PART TIME**

*This course will be of interest to anyone who would like to get to grips with cooking. It covers basic nutrition and cooking skills, with an emphasis on healthy eating. It also gives advice on planning for meals on a budget. It is a fun and interactive way to learn about the food we eat, as well as picking up some clever cooking tips. There is also a basic writing element to this Module. On successful completion you may progress to the Introduction to Cookery and Hospitality Course QQI Level 3.*

**Module** Food Choice & Health

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week, October 2021 to May 2022

**Contact** Marina 057 93 49444 or email momalley@loetb.ie

**Fee** There is no fee for this course

### Creative Writing Classes **PART TIME**

*Always wanted to write but do not know where to start? Maybe there are experiences from the past year you would like to put down on paper. This course will help overcome your fears around writing and will show you how and where to start. You will learn to train your powers of observation, develop your imagination, find your writing voice and become comfortable with the writing process. You can experiment with writing a memoir, a song, a poem, a short story or child's story. There are so many possibilities once you get started.*

**Module** Creative Writing

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week, September 2021 to Dec 2021

**Contact** Marina 057 93 49444 or email momalley@loetb.ie

**Fee** There is no fee for this course.

### Driver Theory Test Preparation **PART TIME**

*This course offers guidance and help to those who wish to prepare for their Driver Theory Test. You will become familiar with the language, rules and regulations associated with the Driving and the Theory Test. You will be shown how to access and practice the Theory Questions on a computer and will begin to see your marks improve, week after week. You will need to practice yourself between classes. When you are ready to take the actual Test you will need to apply yourself. Guidance in applying will also be provided. You will be shown how to use the computer, mouse and headphones so no previous knowledge in computing is required. Individual attention will be given.*

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week, September 2021 to May 2022

**Contact Marina** 057 93 49444 or email momalley@loetb.ie

**Fee** There is no fee for this course.

## Intensive Tuition in Adult Basic Education **PART TIME**

This is an intensive course in adult basic education which offers participants the opportunity to improve their reading, writing and spelling. Intensive programmes generally enable learners to engage in a type of project decided by the group. Intensive tuition can be delivered in a range of fun and engaging ways.

**Module** Creative Writing

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week, September 2021 to May 2022

**Contact** Marina 057 93 49444 or email momalley@loetb.ie

**Fee** There is no fee for this course.

## Sewing for Beginners (QQI Levels 1 & 2) **PART TIME**

This is a beginner's guide for anyone interested in the craft of Sewing. You will find out what the essential basic sewing tools are and how to use them correctly. Learn how to stitch, alter/repair, follow patterns, get started on machine sewing and create your own sewing projects. There is also a writing element to this Module. On successful completion you may progress to the Introduction to Craft QQI Level 3.

**Module** Sewing

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week, September 2021 to May 2022

**Contact** Marina 057 93 49444 or email momalley@loetb.ie

## The Reading Workshop **PART TIME**

Reading and writing are important life skills. Reading keeps our brain active and helps with focus and memory. Reading is knowledge and gives us confidence. When we make a habit of reading and writing, it becomes very enjoyable. Why not join us and discover the joys a book can bring!

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week, September 2021 to May 2022

**Contact** Marina 057 93 49444 or email momalley@loetb.ie

**Fee** There is no fee for this course.

# TULLAMORE



## FURTHER EDUCATION AND TRAINING CENTRE

### English as a Second Language (ESOL) **PART TIME**

*This course aims to enable the learner to communicate socially and in work-related tasks in English. Levels available range from beginner to upper intermediate English.*

**Venue** Tullamore Further Education & Training Centre

**Frequency** 2 mornings & 1 evening per week, September 2021 to May 2022

**Contact** Debbie 057 93 49444 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

**Fee** There is no fee for this course

### English and Digital Skills (QQI Level 2 & ESOL) **PART TIME**

*This course is for anyone who is finding it difficult to progress in education due to the gap in their English, literacy and computer skills. This course will also help you with your reading, writing, spellings and computer skills. Elements of ICT (Information, Communication & Technology) Skills will also be integrated into this course where you can learn how to set up an email account, send emails, type a letter and browse the internet with confidence.*

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week - September 2021 to May 2022

**Contact** Debbie 057 93 49444 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

**Fee** There is no fee for this course.

### Digital Skills for Beginners (QQI Level 1 & 2) **PART TIME**

*Digital devices are very much part of our daily lives and we need to get to know how to utilise them to the best. This course is for anyone who would like to build up confidence in the use of computers/iPads/ phones/Apps. Learn the very basics and with this knowledge, you can progress to writing, editing, saving, printing and filing documents. You can browse the internet, write emails and discuss the safety issues related to using digital devices. This is a very good starting point on your digital journey. On successful completion learners can progress to our QQI Level 3 modules.*

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week - September 2021 to May 2022

**Contact** Marina 057 93 49444 or email [momalley@loetb.ie](mailto:momalley@loetb.ie)

**Fee** There is no fee for this course.

## Local History and the Environment (QQI Level 2) **PART TIME**

*This course is for anyone who has an interest in their local area and how they would like to see it develop.*

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week – September 2021 to May 2022

**Contact** Marina 057 93 49444 or email momalley@loetb.ie

**Fee** There is no fee for this course.

## Mathematics for Beginners (QQI Level 2) **PART TIME**

*This course is suitable for learners who struggle with some of the basic mathematical concepts. Time and some effort is all that's needed to improve the basic skills of adding, subtracting, multiplying and dividing. You will discover the role of mathematics in our everyday lives. On successful completion of this Module, learners may progress on to QQI Level 3 Mathematics.*

**Module** Mathematics

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week, September 2021 to January 2022

**Contact** Marina 057 93 49444 or email momalley@loetb.ie

**Fee** There is no fee for this course.

## Visual Art (QQI Level 2) **PART TIME**

*This course offers the learner an opportunity to experiment and explore their creative side using a range of different types of art media and materials such as oil paints, watercolours, inks, pastels, clay and charcoal. It is a great introduction to the world of art and no previous experience is needed. On successful completion of this module you may progress to any of our QQI Level 3 Art Modules.*

**Module** Visual Art

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 afternoon per week, October 2021 to December 2022

**Contact** Marina 057 93 49444 or email momalley@loetb.ie

**Fee** There is no fee for this course.



### Art and Design (QQI Level 3) **PART TIME**

This course builds on techniques and skills developed in the QQI Level 2 Visual Art Module. It explores, in more detail, aspects such as sketching, painting, drawing, graphic design, sculpture, 2D and 3D modelling. It uses a range of tools including acrylics, watercolours, ink, pastels, fine liners, brush and pens. It helps to develop the personal qualities of perseverance, initiative, visual awareness and creativity. There is a written element to this Module which includes art history and some research and planning in order to create your own Work of Art!

**Module** Art and Design

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 afternoon per week, January to May 2022

**Contact** Debbie Looby 057 93 49440 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

**Fee** There is no fee for this course.

### Career Preparation (QQI Level 3) **PART TIME**

This course supports the learner to explore the world of work and further education. Learn about career planning; Compile a personal profile, identifying workplace requirements for your chosen career and gaps in your C.V. Examine full-time, part-time and temporary work situations. Learn about contracts, casual work, job vacancies and visa requirements. Discuss the local training and education opportunities, their access routes and progressions. Prepare and plan for an interview.

**Module** Career Preparation

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week, February to May 2022

**Contact** Debbie Looby 057 93 49440 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

**Fee** There is no fee for this course.

### Communications (QQI Level 3) **PART TIME**

Communication skills enable us to express ourselves in a positive and clear way, both verbally and in written form. It is a two-way situation, so we need to develop the skills of listening also. This course helps to develop skills in reading, writing, listening, speaking, using the Internet and sending emails. These skills are very important in the workplace and in our everyday lives. This is a QQI Core Module and may be used in conjunction with other modules to achieve a Major Award at Level 3.

**Module** Communications

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week, September 2021 to January 2022

**Contact** Debbie Looby 057 93 49440 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

**Fee** There is no fee for this course.

## Digital Media and Digital Photography Skills

(QQI Level 3) **PART TIME**

*This course is for anyone who has basic computer skills and would like to discover and explore digital and social media. Students will learn to use and manage various digital media devices and will be aware of the laws governing copyright, data protection, personal security and workplace policy. Students will use mobile phones, music playlists, digital cameras and video cameras, the Internet and various online Social Networking sites, such as Twitter, to access and handle digital media content and information. This Module, completed alongside the Level 3 Digital Photography, forms a neat Digital Skills Package. It can also be used in conjunction with other Modules to achieve a Major Award at Level 3.*

**Modules** Digital Media | Digital Photography

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week, over 32 weeks

**Digital Media** - September 2021 to January 2022

**Digital Photography** - January 2022 to May 2022

**Contact** Debbie Looby 057 93 49440 or email dlooby@loetb.ie

**Fee** There is no fee for this course.

## Employability Skills (QQI Level 3 – 3M0935)

**PART TIME**

*This Return to Learning Programme is for anyone who would like to improve their employment opportunities and/or progress to further education and training. Aimed at early school leavers and people who have been out of education for some time, this programme will give you the skills you need to help you look for and apply for jobs, improve your I.T and literacy skills and give you the confidence to progress to further studies.*

**Modules** Communications | Maths | Career Preparation | Retail Skills | Word Processing | iPad Training | Internet Skills | Office Procedures

**Note:** Learners can take the above modules at their own pace or complete all modules in one year and then progress to other further education and training programmes.

**Venue** Tullamore Further Education & Training Centre

**Frequency** 2 – 2.5hrs, 3 mornings per week, September 2021 to May 2022

**Contact** Debbie Looby 057 93 49440 or email dlooby@loetb.ie

**Fee** There is no fee for this course.

# TULLAMORE



## FURTHER EDUCATION AND TRAINING CENTRE

### Information and Communications

#### Technology Programme ICT (QQI Level 3)

**PART TIME**

*This is an Information and Communication Technology Programme that offers you the opportunity to study six computer Modules over a short period of time. These Modules, combined with Communications and Mathematics, give you a Major Award at Level 3 and is a sound foundation for progressing to the next level.*

**Modules** Word Processing | Internet and Email | Computer Literacy | Desktop Publishing | Spreadsheets | Database

**Note:** Communications and Maths are also recommended for early school leavers and for those with literacy difficulties. Learners can take the above modules at their own pace or complete all modules in a year and progress on to further education and training programmes.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 2hrs, 2 mornings per week, September 2021 to May 2022

**Contact** Debbie Looby 057 93 49440 or email dlooby@loetb.ie

**Fee** There is no fee for this course.

### Introduction to Cookery and Hospitality (QQI Level 3)

**PART TIME**

*This course is for anyone who would like an opportunity to develop practical skills within the hospitality industry. The learner will also be introduced to a broad spectrum of areas relating to working in a professional environment. On successful completion learners may apply to the full time QQI Level 4 Introduction to Catering course.*

**Modules** Bread, Pastry & Desserts | Breakfast Cookery | Health & Safety Awareness | Nutrition & Healthy Options | Culinary Operations | Personal Effectiveness

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 day per week, 9:30am - 3pm, September 2021 to April 2022

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee** Materials fee to be confirmed.



## Introduction to Art (QQI Level 3) **PART TIME**

*This course is for anyone who wishes to develop basic skills in art through drawing, stained glass and mosaics. Learners may progress to any other QQI Level 4 Art or Craft modules.*

**Modules** Drawing | Mosaics | Stained Glass

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 day per week, 9:30am - 3pm, September 2021 to April 2022

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee** Materials fee to be confirmed.

## Introduction to Craft: Sewing, Patchwork and Applique (QQI Level 3) **PART TIME**

*This course is for anyone who wishes to explore a range of needle crafts and techniques. Learners may progress to any other QQI Level 3 Art or Craft modules.*

**Modules** Sewing | Patchwork | Applique

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 day per week, 9:30am - 3pm, September 2021 to April 2022

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee** Materials fee to be confirmed.

## Introduction to Office Procedures (QQI Level 3) **PART TIME**

*This course provides practice in general office duties and Word Processing. It introduces the learner to the equipment and software commonly used in an office environment. Teamwork and communication skills are also explored. On successful completion you may progress to QQI Level 4 Office Skills.*

**Modules** Word Processing | Office Procedures

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week

**Word Processing** Sept. 2021 to Jan. 2022

**Office Procedures** Jan. to May 2022

**Contact** Debbie Looby 057 93 49440 or email dlooby@loetb.ie

**Fee** There is no fee for this course.

# TULLAMORE



## FURTHER EDUCATION AND TRAINING CENTRE

### Personal and Interpersonal Skills (QQI Level 3)

**PART TIME**

*This Module explores topics such as motivation, attitudes, values, decision making, goal setting and critical thinking. It is suitable for anyone who is making plans for the future either in education or wishing to improve their confidence and self-esteem.*

**Module** Personal and Interpersonal Skills

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week, January to May 2022

**Contact** Debbie Looby 057 93 49440 or email dlooby@loetb.ie

**Fee** There is no fee for this course

### Computer Skills (QQI Level 4)

**PART TIME**

*This course provides learners with intermediate knowledge of computer skills. On successful completion of this Programme, learners can progress to another QQI Level 4 programme or the QQI Level 5 Business Studies Programme.*

**Modules** Word Processing | Information Technology Skills | Computer Applications

**Venue** Tullamore Further Education & Training Centre

**Frequency** 9:30am – 2:30pm, 1 day per week – Monday, September 2021 to May 2022

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee** There is no fee for this course.

### Information Technology Skills (QQI Level 4)

**PART TIME**

*This course provides practical experience in data entry skills, word processing, file management and use of the internet. On successful completion, learners may apply for any other QQI Level 4 modules.*

**Modules** Information Technology Skills

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week

**Word Processing** Sept. 2021 to Jan. 2022

**Office Procedures** Jan. to May 2022

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee** There is no fee for this course.

### Introduction to Childcare (QQI Level 4) **PART TIME**

*This course provides learners with a basic knowledge of the childcare sector. It also provides an opportunity for learners to develop their soft skills and interpersonal skills in a childcare context.*

**Modules** Child Development & Play | Child Care & Safety | Word Processing | Communications

**Progression Options** On successful completion of this Programme, learners may apply to progress to the full time QQI Level 5 Early Learning and Care Programme.

**Venue** Tullamore Further Education & Training Centre

**Frequency** 9:30am – 2:30pm, 1 day per week (day to be confirmed) - September 2021 to May 2022

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee** There is no fee for this course.

### Introduction to Healthcare (QQI Level 4) **PART TIME**

*This course provides learners with intermediate knowledge of computer skills. On successful completion of this Programme, learners can progress to another QQI Level 4 programme or the QQI Level 5 Programme .*

**Modules** Healthcare | Workplace Safety | Word Processing | Customer Service

**Progression Options** On successful completion of this programme, learners may apply to the full time QQI Level 5 Healthcare Support or Nursing Programme.

**Venue** Tullamore Further Education & Training Centre

**Frequency** 9:30am – 2:30pm, 1 day per week – day to be confirmed, September 2021 to May 2022

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee** There is no fee for this course.

### Office Skills (QQI Level 4) **PART TIME**

*This course has been designed to teach the basic office skills required by most employers, including keyboard skills and customer service. On successful completion of this programme learners can progress to a QQI Level 5 course of their choice.*

**Modules** Data Entry | Word Processing | General Office Skills | Spreadsheets | Customer Service

**Venue** Tullamore Further Education & Training Centre

**Frequency** 9:30am – 3pm, 1 day per week, Tuesday, September 2021 to May 2022

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee** There is no fee for this course.

### Retail Skills (QQI Level 4) **PART TIME**

*This course has been designed to teach the basic retail skills required by most employers, and will help you gain and develop several new skills for the Retail Industry. On successful completion of this programme, learners may apply to any other QQI Level 4 module or any QQI Level 5 course of their choice.*

**Modules** Retail Skills | Stock Control | Word Processing | Spreadsheets

**Venue** Tullamore Further Education & Training Centre

**Frequency** 9:30am – 3:00pm, 1 day per week, Wednesday, September 2021 to May 2022

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee** There is no fee for this course.

### Word Processing (QQI Levels 4 & 5) **PART TIME**

*This module aims to equip the learner with the knowledge, skills and competence to use a word processing application to produce assignments & documents in a variety of contexts. On successful completion, learners may apply to any other QQI Level 4 or Level 5 module.*

**Module** Word Processing

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 morning per week, for 14 weeks

**Word Processing QQI Level 4** September 2021

**Word Processing QQI Level 5** January 2022

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee** There is no fee for this module.

## Business Studies with Accounting

(QQI Level 5 – 5M2102)

**PART TIME**

*This 2-year part time programme facilitates the learner to explore business subject areas, with emphasis on Accounting. The award will equip the learner with the knowledge, skills and competence to skill and competence necessary to prepare financial statements for a range of organisations both manually and using integrated accounting software. The learner will also produce and maintain accurate bookkeeping records for a range of organisations, using manual and computerised systems.*

### Modules

**Year 1** Word Processing | Spreadsheet Methods | Bookkeeping Manual & Computerised | Accounting Manual & Computerised

**Year 2** Business Administration | Databases | Spreadsheets or The Internet | Communications | Work Experience

**Progression** On successful completion of this Programme, learners may progress to the QQI Level 6 Advanced Certificate in Business Management. The QQI Level 5 award facilitates entry, on a competitive basis, to a Higher Certificate in Business Studies in Athlone Institute of Technology (AIT). Learners may also apply to other third-level institutions under the Higher Education Links Scheme, or as a mature learner. The programme will enhance opportunities in securing an apprenticeship in Financial Services, Accounting Technician, or Insurance Practitioner.

**Career Options** Holders of a QQI Level 5 Business Studies Certificate may seek employment in a clerical capacity in a wide range of business sectors including banking, HSE, insurance, solicitors, local authorities etc.

**Entry** Requirements Leaving Certificate or equivalent standard of education. Basic computer experience desirable. Learners will be subject to an online assessment.

### Frequency

**Year 1** Thursday 9:30am to 4:30pm, September 2021 to May 2022

**Year 2** Monday 9:30am to 4:30pm, September 2021 to May 2022

**Venue** Tullamore Further Education & Training Centre

**Contact** Maura Burke on 057 9349424 or email [mburke@loetb.ie](mailto:mburke@loetb.ie)

**Fee** €100 non-refundable centre registration fee. There is no fee for the second year.



### Business Studies with Medical Secretarial

(QQI Level 5 – 5M2102)

**PART TIME**

*This 2-year part time programme facilitates the learner to explore business subject areas, with emphasis on Medical Secretarial modules. The award will equip the learner with the knowledge, skills and competence to perform audio transcription tasks, examine a range of medical terminology to enable the learner to appreciate the role of business in a range of vocational context and within their personal lives.*

#### Modules

**Year 1** Text Production | Medical Terminology | Audio Transcription

**Year 2** Business Administration | Databases | Spreadsheets or The Internet | Communications | Work Experience

**Progression** On successful completion of this Programme, learners may progress to the QQI Level 6 Advanced Certificate in Business Management. The QQI Level 5 award facilitates entry, on a competitive basis, to a Higher Certificate in Business Studies in Athlone Institute of Technology (AIT). Learners may also apply to other third-level institutions under the Higher Education Links Scheme, or as a mature learner. The programme will enhance opportunities in securing an apprenticeship in Financial Services, Accounting Technician, or Insurance Practitioner.

**Career Options** Holders of a QQI Level 5 Business Studies Certificate may seek employment in a clerical capacity in a wide range of healthcare and business settings.

**Entry Requirements** Leaving Certificate or equivalent standard of education. Basic computer experience desirable. Learners will be subject to an online assessment.

#### Frequency

**Year 1** Tuesday 9:30am to 4:30pm, September 2021 to May 2022

**Year 2** Monday 9:30am to 4:30pm, September 2021 to May 2022

**Venue** Tullamore Further Education & Training Centre

**Contact** Maura Burke on 057 9349424 or email [mburke@loetb.ie](mailto:mburke@loetb.ie)

**Fee** €100 non-refundable centre registration fee. There is no fee for the second year.

## Business Studies with Marketing

(QQI Level 5 – 5M2102) **PART TIME**

*This 2-year part time programme facilitates the learner to explore business subject areas, with emphasis on marketing. The award will equip the learner with the knowledge, skills and competence to operate effectively in a range of marketing related contexts using the principles and concepts underpinning marketing practice.*

### Modules

**Year 1** Marketing Practice | Applied Economics | Text Production | Audio Transcription

**Year 2** Business Administration | Databases | Spreadsheets or The Internet | Communications | Work Experience

**Progression** On successful completion of this Programme, learners may progress to the QQI Level 6 Advanced Certificate in Business Management. The QQI Level 5 award facilitates entry, on a competitive basis, to a Higher Certificate in Business Studies in Athlone Institute of Technology (AIT). Learners may also apply to other third-level institutions under the Higher Education Links Scheme, or as a mature learner. The programme will enhance opportunities in securing an apprenticeship in Financial Services, Accounting Technician, or Insurance Practitioner.

**Career Options** Holders of a QQI Level 5 Business Studies Certificate may seek employment in a clerical capacity in a wide range of business settings.

**Entry Requirements** Leaving Certificate or equivalent standard of education. Basic computer experience desirable. Learners will be subject to an online assessment.

### Frequency

**Year 1** Wednesday 9:30am to 4:30pm, September 2021 to May 2022

**Year 2** Monday 9:30am to 4:30pm, September 2021 to May 2022

**Venue** Tullamore Further Education & Training Centre

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee** €100 non-refundable centre registration fee. There is no fee for the second year.

# TULLAMORE



## FURTHER EDUCATION AND TRAINING CENTRE

### Healthcare Support (QQI Level 5 – 5M4339) **PART TIME**

*This 2-year part time programme responds to the growing demand in our community for skilled care workers. The programme facilitates learners to acquire the knowledge and skills necessary for a career in this field of work. This qualification enables graduates to work in nursing homes, day care centres, and residential homes or as agency care workers within the community.*

#### Modules

**Year 1** Care Skills | Care Support | Care of the Older Person | Infection Prevention & Control

**Year 2** Safety & Health at Work | Communications | Work Experience | Understanding Special Needs

**Progression** On successful completion of this programme, learners can apply to third-level institutions under the Higher Education Links Scheme or as a mature learner. Career Options Successful graduates will be able to obtain employment as healthcare workers in hospitals, nursing homes, community day services and as home-help support.

**Entry Requirements** Leaving Certificate or QQI Level 4, equivalent standard of education. All applicants are subject to an online assessment and Garda Vetting.

**Venue** Tullamore Further Education & Training Centre

**Frequency** 1 day per week, over 2 years, commencing September 2021

**Contact** Maura Burke on 057 9349424 or email mburke@loetb.ie

**Fee** €100 non-refundable annual centre registration fee.

### Leaving Certificate – English / Mathematics **PART TIME**

*Leaving Certificate subjects offers a vital second chance if you left school early and now wish to take up where you left off. It is an excellent standard to achieve for anyone wishing to improve their employment prospects, progressing to other QQI programmes or College. Supports are available to you, once your studies begin. Examinations take place in June 2022.*

**English** 1 morning per week, September 2021 to May 2022

**Mathematics** 2 mornings per week, September 2021 to May 2022

**Venue** Tullamore Further Education & Training Centre

**Contact** Marina 057 93 49424 or email momalley@loetb.ie

**Fee** The examination fee is €71 per subject. (Medical Card holders are exempt from this fee.)

**OTM Skills for Life (QQI Level 3 3M0935) FULL TIME****NEW  
COURSE**

*The aim of this Traveller specific Local Training Initiative is to enable the learner to develop the relevant knowledge, skill and competence to use a range of skills and tools related to seeking employment. It enables the learner develop personal qualities and strengths to make informed choices to pursue a range of employment opportunities or to progress to further education or training.*

**Modules** Internet Skills | Personal & Interpersonal Skills | Career Preparation

**Entry Requirements** The course is for members of the Traveller Community primarily 16-35 years old.

**Venue** Offaly Traveller Movement, Harbour Street, Tullamore.

**Frequency** Monday to Friday, commencing January 2021 to October 2021 and November 2021 to June 2022

**Contact** Emma on 085 8564557 or email egilchreest@loetb.ie

**Fees** There is no fee for this course.

**Barista Training, with Customer Service (QQI Level 4) FULL TIME**

*This course is a blended course, with classes held face to face and online. Learners who successfully complete this programme will have the skills, knowledge and competencies to work independently under supervision in a range of key areas in a hospitality enterprise.*

**JUNE  
2021**

**Modules** Customer Service | Workplace Safety | Short Order Cookery | Manual Handling | Barista Skills | Food Safety

**Entry Requirements** Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, June 8th, 2021 – over 12 weeks

**Contact** Melinda on 085 805 1912 or email mniland@loetb.ie

**Fees** There is no fee for this course

**Introduction to Catering (QQI Level 4 - 4M2010) FULL TIME**

*The overall aim of this Certificate in General Learning is to enable the learner to develop the relevant knowledge, skill and competence in a broad range of catering support skills which enable employment, under direct supervision, in a variety of hospitality and catering settings. On successful completion, learners may progress to the QQI Level 5 Hotel & Restaurant Skills Programme.*

**Modules** Kitchen Skills | Short Order Cooking | Meal Service | Communications | Mathematics | Computer Literacy | Information Technology Skills | Teamworking | Work Experience

**Entry Requirements** All applicants are subject to an interview and an online assessment.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2021 to May 2022

**Contact** Patricia on 057 9349472 or email pmcguckin@loetb.ie

**Fees** Refer page 161 for VTOS eligibility and fees.

# TULLAMORE



## FURTHER EDUCATION AND TRAINING CENTRE

### Introduction to Engineering (QQI Level 4 - 4M2010) **FULL TIME**

*This one year, General Certificate in Learner Programme is designed for anyone interested in studying Engineering. This introductory programme will allow you to explore Engineering at a very general and practical level, with lots of hands-on exploration of the subjects in our purpose built engineering training workshop. On successful completion, learners may apply to the QQI Level 5 Engineering Technology or the Sustainable Construction Technology Programmes, or for an Apprenticeship.*



**Modules** Engineering | Workshop Processes  
Technical Drawing | Electronics | Mathematics | Work Experience | Computer Literacy  
Information Technology Skills | Communications | Teamworking

**Entry Requirements** All applicants are subject to an interview and an online assessment.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2021 to May 2022

**Contact** Patricia on 057 9349472 or email [pmcguckin@loetb.ie](mailto:pmcguckin@loetb.ie)

**Fees** Refer page 161 for VTOS eligibility and fees.

### Introduction to Science (QQI Level 4 - 4M2010) **FULL TIME**

*This one year Certificate in General Learning is designed for anyone interested in studying Science and who may want to progress to our QQI Level 5 Applied Science Programme. This introductory programme will allow you to explore science at a very practical level with lots of hands-on exploration of the sciences including work experience.*

**Modules** Biology | Everyday Science | Communications | Mathematics | Computer Literacy |  
Information Technology Skills | Teamwork | Work Experience

**Entry Requirements** All applicants are subject to an interview and an online assessment.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2021 to May 2022

**Contact** Patricia on 057 9349472 or email [pmcguckin@loetb.ie](mailto:pmcguckin@loetb.ie)

**Fees** Refer page 161 for VTOS eligibility and fees.

## Sports & Recreational Studies (QQI Level 4 - 4M2010) **FULL TIME**

*The one year Certificate in General Learning aims to engage you in a range of sporting and recreational subjects. The modules will be a mixture of practical and theory-based subjects. There will be an opportunity to use the local Leisure Centre as part of this Programme. On successful completion, learners may apply to the Level 5 Sports, Nutrition and Injury Prevention programme.*

**Modules** Health Related Fitness | Food and Nutrition | Soccer | Communications | Maths  
Computer Literacy | Information Technology Skills | Teamworking | Work Experience

**Entry Requirements** All applicants are subject to an interview and an online assessment.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2021 to May 2022

**Contact** Patricia on 057 9349472 or email [pmcguckin@loetb.ie](mailto:pmcguckin@loetb.ie)

**Fees** Refer page 161 for VTOS eligibility and fees.

## Applied Science (QQI Level 5 - 5M3807) **FULL TIME**

*This one year full-time programme provides a solid foundation in General Science. The programme aims to provide both the knowledge and practical skills necessary to prepare learners for further studies in areas such as Biomedical, Pharmaceutical, Environmental, Agriculture, Food, Nutrition, Biological, Forensic and Sports Science as well as Pharmacy Technician programmes.*

**Modules** Biology | Chemistry | Laboratory Skills | Mathematics | Microbiology | Physics | Safety and Health at Work | Communications | Work Experience | Introduction to Cleanroom Operations

**Progression Options** Students can apply to a variety of Third Level programmes in the Science field, including Athlone Institute of Technology (AIT), IT Carlow, MU, UCD, GMIT, DCU, NUIG and Trinity College Dublin, under the Higher Education Links Scheme or as a mature student. Courses include Biotechnology, Microbiology, Bioveterinary Science, Pharmacology and many more. Graduates are also eligible to apply for positions where a basic knowledge and understanding of science is required. Previous students have taken up positions within the Pharmaceutical, Medical Devices Industries and the Chemical sector.

**Entry Requirement** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment. Garda Vetting is also required.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2021 to May 2022

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Fees** Refer to page 162 for PLC fees and page 161 for VTOS eligibility and fees.

*"I wasn't fully sure which branch of science to specialise in after my Leaving Certificate. Thankfully, this Applied Science course has helped me identify the direction I would like to pursue. Our tutors are extremely supportive and provide us with great guidance. I enjoy our weekly trips to the laboratory where we get to carry out a variety of experiments that helps reinforce the theoretical learning. My plan in September is to study Neuroscience, in University College Cork." Klaudia Gorlaczky, Student*



### Applied Social Studies with Special Needs Assisting (QQI Level 5 - 5M2181) **FULL TIME**

*This full-time one year programme offers an introduction to the theory and practice of Social Studies, Special Needs and Psychology. It aims to increase awareness of the practical applications of social and psychological theory, while also developing the skills and role of the Special Needs Assistant. It is also relevant to those interested in applying Psychological theories to the area of Special Needs Assisting in an educational setting. The course allows graduates to progress to a number of Third Level courses or to progress to employment as a Special Needs Assistant (SNA).*

**Modules** Psychology | Intercultural Studies | Social Studies | Special Needs Assisting | Human Growth & Development | Personal Effectiveness | Work Experience | Mathematics (Optional) Research and Study Skills | Safety and Health at Work

**Entry** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment. Garda Vetting is also required.

**Progression Options** Students can apply to a variety of Third Level programmes in the Social Care and Humanities field, including Athlone Institute of Technology (AIT), MU, GMIT, NUI Galway, and IT Carlow. Courses include Social Studies in Social Care, Bachelor of Arts and Psychology. This programme also equips the student with the basic skills to work in community agencies such as family resource centres, residential care centres, community, and voluntary organisations.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2021 to May 2022

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Fees** Refer to page 162 for PLC fees and page 161 for VTOS eligibility and fees.

**Computer Networks with Software (QQI Level 5 - 5M0536) FULL TIME**

*In this one year full-time programme in Computer Networks with Software you will learn about the latest operating systems, computer hardware, software development and networking technologies, coupled with hands on practical experience. In addition, you will gain a strong foundation in cyber security. Students will also have the opportunity to work with staff from the Department of Computer and Software Engineering at Athlone IT, to design and build programmable robots, which can be controlled using mobile apps. This LOETB-AIT collaboration promotes problem-based learning while enabling the students to experience the creativity and innovation of a rapidly evolving sector.*

**Modules** Computer Systems Hardware | Networking Essentials | Operating Systems | ICT Security Policy and Management (Cyber Security) | Programming and Design Principles Mathematics | Personal Effectiveness | Work Experience | Mathematics for Information Technology

**Entry Requirement** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment.

**Progression Options** On successful completion of this programme, students can apply to Athlone Institute of Technology (AIT) for entry to Computer Engineering and Software Development with Mobile Apps and Connected devices. Other courses include Automation Engineering and Digital Forensics and Cyber Security in Technological University Dublin. Students may also to other Third Level Institutions under the Higher Education Links Scheme or as a mature Student. Employment can be sought within a wide range of industries, in particular where computer systems design, network installation and technical support is required.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2021 to May 2022

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Fees** Refer to page 162 for PLC fees and page 161 for VTOS eligibility and fees.



### Certificate in Early Learning and Care (QQI Level 5) **FULL TIME**

*This one year full-time course is designed to equip the learner with the personal skills, knowledge and competence required for working with children in a professional manner. It also prepares learners to work competently, safely and effectively with children from birth to six years, within Early Childhood Care and Education.*

**Modules** Professional Practice Placement in ELC | Children's Rights | Legislation and Regulation | Holistic Care of Children (Birth to Six Years) | Early Childhood Growth and Development Curriculum | Play and Creative Studies | Understanding and Assisting Children with Additional Needs

**Progression Options** Mature learners with sufficient practical experience in Childcare may progress to the QQI Level 6 Early Learning and Care, or apply to third level institutions under the Higher Education Links Scheme, or as a mature learner. An example of courses that learners may progress to include Athlone IT and IT Carlow Early Years Care & Education (Level 8), Early Childhood Studies or Arts in UL or Maynooth University. Graduates may seek employment as an ECCE worker in Pre-Schools & Crèches, play-schools, special needs schools, or as a classroom assistant.

**Entry Requirement** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment. Garda Vetting is also required.

**Venue** Tullamore Further Education and Training Centre

**Part-time Option** Contact Maura Burke on [mburke@loetb.ie](mailto:mburke@loetb.ie) for further information regarding completing this course on a part time basis.

**Frequency** 5 days per week, September 2021 to May 2022

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

## Engineering Technology (QQI Level 5 - 5M2061) **FULL TIME**

*This one year full-time programme will introduce students to the world of Engineering. It aims to provide students with a wide range of experience within the Engineering sectors, while preparing students for entry into third level education, apprenticeships or direct entry into the workplace. Students will attend our purpose built engineering training workshop for one full day weekly. Here the students will use and learn how to operate different engineering machines including a CNC Lathe and a Laser Cutter. This programme will allow you to become familiar with the terminology, materials, equipment and working practices within the Engineering industry. The course content will be delivered in a practical and hands on environment where students will gain experience in Engineering Processes (Welding) and Computer Aided Design (CAD).*

**Modules** Engineering Workshop Processes | Engineering Workshop Theory | Computer Aided Draughting (2D CAD) | Engineering Drawing | Electronics | Mathematics | Teamworking | Work Experience

**Additional Certificates** Manual Handling and Safe Pass

**Progression Options** Learners who successfully complete this Programme may apply to Athlone Institute of Technology (AIT) for entry to Mechanical & Polymer Engineering, Automation and Robotics and Civil Engineering. Students can also apply to other Third Level Institutions under the Higher Education Links Scheme or as a mature student. Courses include Engineering Reliability Management in Technological University of Ireland, Aerospace Engineering and Product Design & Innovation in IT Carlow. Careers in Engineering include metal fabrication, welding and other related engineering sectors. As an alternative to directly entering the workforce, students may also be eligible to apply for apprenticeships.

**Entry Requirement** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2021 to May 2022

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Fees** Refer to page 162 for PLC fees and page 161 for VTOS eligibility and fees.

# TULLAMORE



## FURTHER EDUCATION AND TRAINING CENTRE

### Healthcare Support (QQI Level 5 - 5M4339) **FULL TIME**

*This full-time one year programme provides a recognised qualification for healthcare workers currently in employment, as well as those seeking to work in this sector. This award is one of the Department of Health's recommended qualifications for Healthcare Assistants working in the public and private sector.*

**Modules** Care Skills | Care Support | Safety & Health at Work | Work Experience | Teamworking Activities of Living Patient Care | Care of the older person | Infection Prevention and Control.

**Additional Certificates:** Patient Moving and Handling, Cardiac First Responder, HIQA Standards, Dementia Awareness, Basic First Aid, Safeguarding the Vulnerable Adult at Risk of Abuse, Risk and Restrictive Practice in Healthcare, Tusla Child Protection and End of Life Care.

**Progression Options** Graduates can progress to employment as support workers, healthcare assistants in public or private sector nursing homes, hospitals, agencies and community care facilities. In addition, graduates may apply through CAO to a range of higher certificate and degree programmes to both Universities and Institutes of Technology. Courses include Applied Social Studies in Social Care (Level 7) in Athlone IT, Health and Society (Level 8) in Dublin City University or Early Childhood Education and Care (Level 8) in Galway Mayo IT.

**Entry Requirement** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment. Garda Vetting is also required.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2021 to May 2022

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Fees** Refer to page 162 for PLC fees and page 161 for VTOS eligibility and fees.

**Hotel and Restaurant Skills (QQI Level 5- 5M2083) FULL TIME**

This full-time one year programme will give you the unique opportunity to study hospitality at QQI Level 5 and to gain valuable work experience in local hotels and restaurants. During the programme, you will get the opportunity to attend 10 sampling days in the Culinary Arts Kitchen and Training Restaurant in Athlone Institute of Technology (AIT). These 10 days will give you the opportunity to experience studying in AIT and to be in an advantaged position if you wish to progress to AIT to study in their Hospitality Department.

**Modules** Restaurant Hospitality | Restaurant Skills | Food Preparation | Beverage Service Accommodation | Techniques | Hotel Front Office Operations | Word Processing | Personal Effectiveness | Implementing Food Safety Management Systems, including HACCP | Work Experience

**Additional Certificates** Barista Skills and First Aid

**Progression Options** On successful completion of this programme students can apply to Third Level Institutions under the Higher Education Links Scheme or as a mature student. We offer direct progression links to AIT Higher Certificate in Culinary Arts, Higher Certificate in Bar Supervision, BA in Hotel & Leisure Management, Higher Certificate in Business (Sport & Recreation), BA Honours Degree in Hospitality management with International Placement. Students may also apply for employment positions in a wide variety of hospitality roles, including accommodation service and bar & food services.

**Entry Requirement** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment.

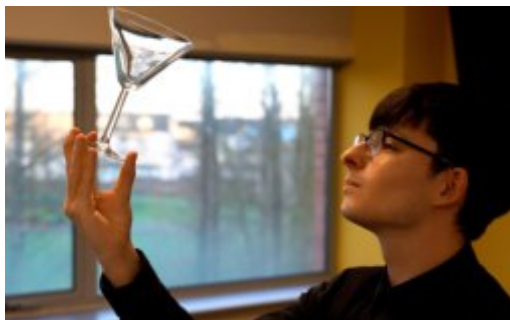
**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2021 to May 2022

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Fees** Refer to page 162 for PLC fees and page 161 for VTOS eligibility and fees.

*"This course has given me an in-depth look into how the hospitality sector operates. It provided me with excellent work experience and hands-on opportunities, which confirmed for me that the hospitality sector was the right career path for me. The tutors and fellow students made me feel very welcome. While it can be a very challenging course, I found the mixture of various modules extremely rewarding".*  
Ryan Nolan, Student



# TULLAMORE



## FURTHER EDUCATION AND TRAINING CENTRE

### Nursing Studies (QQI Level 5 - 5M4349) **FULL TIME**

*This full-time one year programme aims to provide the student with the necessary knowledge and skills to progress on to a nursing degree course at Third Level in Ireland or the UK. It also provides students with the necessary preparation for a career as a Healthcare Assistant in Hospitals or in Nursing Homes.*

**Modules** Care Skills | Care Support | Safety & Health at Work | Work Experience Teamworking/Communications | Infection Prevention and Control | Human Growth and Development | Nursing Theory and Practice | Anatomy and Physiology | Mathematics  
**Additional Certificates** Patient Moving and Handling, Cardiac First Responder, HIQA Standards, Dementia Awareness, Basic First Aid, Safeguarding the Vulnerable Adult at Risk of Abuse, Risk and Restrictive Practice in Healthcare, Tusla Child Protection and End of Life Care.

**Progression Options** Students can apply for entry, on a competitive basis, into the Bachelor of Science in Nursing in Irish Universities, Institutes of Technology and also to the UK and Scottish Universities. Other Third Level courses include Pharmacy Technician and Dental Nursing and Psychiatric Nursing in Athlone IT. Courses also include Mental Health Nursing, Intellectual Disability Nursing and Children's & General Nursing in Dublin City University (DCU). Holders of this Major Award may also seek employment as a Care Assistant in hospitals, retirement homes or residential homes.

**Entry Requirement** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment. Garda Vetting is also required.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2021 to May 2022

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Fees** Refer to page 162 for PLC fees and page 161 for VTOS eligibility and fees.

## Sports, Nutrition & Injury Prevention

(QQI Level 5 - 5M5146) **FULL TIME**

**NEW  
COURSE**

*This one year full-time programme at QQI Level 5 provides a wide range of subject areas within the ever growing sport and leisure industry. There is particular emphasis on sports injury prevention, which incorporates exploring factors associated with common sport related injuries, including appropriate methods of prevention and treatment. The programme also examines the nutritional composition of food, including digestion, absorption and the effects of food and nutrition on an individual's health and well-being. There will also be an opportunity to use the local Leisure Centre as part of this Programme.*

**Modules** Exercise and Fitness | Sport & Recreation Studies | Sport and Exercise Injury Prevention | Nutrition | Adventure Activities | Soccer Coaching | Mathematics (Optional) Teamworking | Work Experience | \*GAA Coaching

*\*Depending on demand, either Gaelic Football or Hurling Coaching will be offered.*

**Progression Options** Learners who successfully complete this Programme may apply to Third Level courses including AIT Athletic Rehabilitation & Therapy (Level 8), IT Carlow Strength & Conditioning (Level 8) and Waterford IT Nutrition & Exercise Science (Level 8). Learners can also progress to the UK and European Institutions. Learners will acquire the skills, knowledge, and competency for future employment within the Leisure, Health, Wellness and Fitness Industries.

**Entry Requirement** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment. Depending on work placement setting, Garda Vetting may also be required.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2021 to May 2022

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Fees** Refer to page 162 for PLC fees and page 161 for VTOS eligibility and fees.

## Sustainable Construction Technology

(QQI Level 5 - 5M5010) **FULL TIME**

**NEW  
COURSE**

*This one year full-time programme will introduce students to the world of construction. The programme examines construction materials and safe methodologies, with emphasis on sustainable energy efficient dwellings and green technologies. Students will also attend our purpose built engineering training workshop for one full day weekly. Here you will use and learn how to operate different engineering machines including a CNC Lathe and a Laser Cutter. Students may also progress to apprenticeships within the construction industry.*

**Modules** Building Construction | Teamworking | Renewable Energy Systems | Engineering Workshop Processes | Materials Science | Work Experience Computer Aided Draughting (2D CAD) | Engineering Drawing | Mathematics

**Additional Certificates** Nearly Zero Energy Build Fundamental Awareness (NZE) Programme, Manual Handling and Safe Pass

**Progression Options** Learners who successfully complete this Programme may apply to Third Level institutions including Athlone Institute of Technology (AIT) for entry to Civil Engineering (Level 7) and Quantity Surveying (Level 8) and IT Carlow Architectural Technology (Level 8). Students may also apply to other Third Level Institutions under the Higher Education Links Scheme or as a mature student. Careers in Construction include civil engineering, quantity surveying and architectural technology. Students will enhance their ability to secure an apprenticeship in the construction industry.

**Entry Requirement** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2021 to May 2022

**Fees** Refer to page 162 for PLC fees and page 161 for VTOS eligibility and fees.

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Advanced Certificate in Business (QQI Level 6 - 6M4985) FULL TIME**

*This one year programme is designed to enable successful learners to gain an in-depth understanding of the role and function of business management, accounting, finance and marketing within different business environments. Key areas of study include marketing and accounting with a focus on developing effective management and advanced IT skills. The programme will enhance opportunities in securing an apprenticeship in the area of Financial Services, Accounting Technician or Insurance Practitioner.*

**Modules** Business Management | Applied Economics | Marketing Management | Team Leadership | Spreadsheets | Work Experience | Financial Reporting Research and Study Skills (QQI Level 5) | Mathematics (QQI Level 5)

**Progression / Employment Options** Direct entry into year two of the Higher Certificate in Business in Athlone Institute of Technology (AIT) and IT Carlow. Students may also make a direct entry application to year two in other colleges. The programme will enhance opportunities in securing an apprenticeship in Financial Services, Accounting Technician or Insurance Practitioner. Holders of a QQI Level 6 Certificate in Business Management may also pursue a career in accounting, banking, general business, marketing and administration.

**Entry Requirements** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2021 to May 2022

**Contact** Elaine on 057 9349471 or email [esheridan@loeth.ie](mailto:esheridan@loeth.ie)

**Fees** Refer to page 162 for PLC fees and page 161 for VTOS eligibility and fees.

**Closing date for Applications:  
Friday September 3rd, 2021**

[www.tullamorefetc.ie](http://www.tullamorefetc.ie) 



## BUSINESS & BOOKKEEPING

### Bookkeeping – Manual & Computerised (QQI Level 5)

*This module aims to equip the learner with the knowledge, skills and competence to produce and maintain accurate bookkeeping records for a range of organisations, using manual and computerised systems.*

**Frequency** 1 evening per week, Tuesday 6:45-9:45pm, over 15 weeks.

**Contact** Tara on 057 9349428 or email [tcarty@loetb.ie](mailto:tcarty@loetb.ie)

**Fee** €25

### Advanced Certificate in Business Management (QQI Level 6 – 6M4985)

*This two-year part time Advanced Certificate in Business Management programme aims to equip Managers and those new to Management with comprehensive skills in the management of people, resources and projects. The course will comprise a mixture of face to face and remote teaching. The Programme will also enhance opportunities in securing an apprenticeship in the area of Financial Services, Accounting Technician or Insurance Practitioner. Learners will have the option of completing the Programme over two years or have the option of only completing preferred modules as standalone modules.*

#### Modules

**Year 1** Project Management | Managing People | eBusiness Studies | Team Leadership

**Year 2** Business Management | HR Management | Customer Service | Personal & Professional Development

**Entry Requirements** Leaving Certificate or equivalent standard of education. Basic computer experience desirable. Learners will also be subject to an online assessment.

**Frequency** Tuesday & Thursday evenings, 6:45pm – 9:45pm, over 2 years. Learners also have the option of completing subjects as standalone modules.

**Contact** Tara on 057 9349428 or email [tcarty@loetb.ie](mailto:tcarty@loetb.ie)

**Fee** €880 per year, or €220 per module. Please note that there is 70% funding available for this course under Skills to Advance, thus reducing the fee to €264 per year.

### Managing People (QQI Level 6)

*This programme module will provide the learner with the management knowledge, skills and ability to manage people in a supervisory management capacity. It will also enable the learner to function in an effective and professional supervisory management role based on modern management, leadership and motivational theory.*

**Entry Requirements** Leaving Certificate or equivalent standard of education. Basic computer experience desirable. Learners will also be subject to an online assessment.

**Frequency** 1 evening per week, Thursday evening, 6:45pm – 9:45pm, over 15 weeks.

**Contact** Tara on 057 9349428 or email [tcarty@loetb.ie](mailto:tcarty@loetb.ie)

**Fee** €220 - please note that there is funding available for this course under Skills to Advance, thus reducing the fee to €66.

### Project Management (QQI Level 6)

*This programme module aims to provide learners with a skill and competency in both the theory and practice of Project Management methodologies, incorporating the elements of soft and hard skills of project management.*

**Entry Requirements** Leaving Certificate or equivalent standard of education. Basic computer experience desirable. Learners will also be subject to an online assessment.

**Frequency** 1 evening per week, Tuesday 6:45pm – 9:45pm, over 15 weeks.

**Contact** Tara on 057 9349428 or email [tcarty@loetb.ie](mailto:tcarty@loetb.ie)

**Fee** €220- please note that there is funding available for this course under Skills to Advance, thus reducing the fee to €66.

## CHILDCARE

### Special Needs Assisting (QQI Level 5)

*The aim of this module is to equip the learner with the knowledge, skill and competence in the practices and principles underpinning the role of a Special Needs Assistant to enable the learner to work effectively under direction in a special needs capacity.*

**Frequency** 1 evening per week, Tuesday 6:45pm – 9:45pm, over 15 weeks. A second class will be offered on a Thursday, if there is sufficient demand.

**Contact** Tara on 057 9349428 or email [tcarty@loetb.ie](mailto:tcarty@loetb.ie)

**Fee** €25

## Advanced Certificate in Early Childhood Care & Education (QQI Level 6 – 6M2007)

*This one-year part time programme is specifically designed for people who wish to work in a supervisory capacity in a childcare environment, or to obtain an advanced knowledge of childcare studies.*

**Modules** Child Development | Early Childhood Curriculum | Childhood Social, Legal & Health Studies | Supervision in Early Childhood Care | Special Needs Assisting | Early Childhood Literacy & Numeracy | Personal & Professional Development | Work Experience

**Progression Options** On successful completion of this programme, learners can apply to third-level Institutions to complete a Bachelor's Degree in Early Childhood Education as a mature learner, or under the Higher Education Links Scheme. Holders of this QQI Level 6 Award will also have the necessary knowledge and skills to pursue a variety of management career options in the field of childcare.

**Entry Requirements** Learners must have a QQI Level 5 Certificate in Childcare and must be working in a childcare environment. All applicants are subject to an interview and an online assessment. Garda vetting is also required.

**Frequency** Tuesday & Thursday evenings, 6:45pm to 9:45pm and 10 Saturdays (full days), over 30 weeks, October 2021 to June 2022.

**Contact** Tara on 057 9349428 or email [tcarty@loetb.ie](mailto:tcarty@loetb.ie)

**Fee** €1,200. Please note that there is 70% funding available for this course under Skills to Advance, thus reducing the fee to €360.

## Special Needs Assisting (QQI Level 6)

*The aim of this programme module is to equip the learner with the knowledge, skill and competence in the theory and practice underpinning the education and care of those who present with special educational needs to enable the learner to assist in the provision of this education and care. Please note that you must have successfully completed a QQI Level 5 Special Needs Assisting module before commencing this course.*

**Frequency** 1 evening per week, Tuesday 6:45pm – 9:45pm, over 15 weeks. A second class will be offered on a Thursday evening, if there is sufficient demand.

**Contact:** Tara on 057 9349428 or email [tcarty@loetb.ie](mailto:tcarty@loetb.ie)

## HEALTHCARE

### Care of the Older Person (QQI Level 5)

*This module aims to equip the learner with the knowledge, skills and competence to meet the full and holistic needs of older people in a variety of care contexts and to develop an awareness of the increasing needs of older people in the community.*

**Frequency** 1 evening per week, Tuesday 6:45-9:45pm, over 15 weeks.

**Contact** Tara on 057 9349428 or email [tcarty@loetb.ie](mailto:tcarty@loetb.ie)

**Fee** €25

### Care Support (QQI Level 5)

*This module aims to provide the learner with the personal knowledge, skills and competence to work effectively in a care setting. It aims to promote good practice and respect for diversity in lifestyle, religion and culture in care work.*

**Frequency** 1 evening per week, Thursday 6:45-9:45pm, over 15 weeks

**Contact** Tara on 057 9349428 or email [tcarty@loetb.ie](mailto:tcarty@loetb.ie)

**Fee** €25

### Healthcare Mandatory Modules (QQI Level 5)

*Learners can complete the stand alone mandatory modules for QQI Level 5 Healthcare Support.*

**Modules** Communications | Work Experience | Personal Effectiveness | Safety and Health At Work

**Frequency** 1 evening per week, Thursday 6:45-9:45pm, over 30 weeks.

**Contact** Tara on 057 9349428 or email [tcarty@loetb.ie](mailto:tcarty@loetb.ie)

**Fee** There is no fee for this course.

### Hobby Courses - Autumn 2021

*Tullamore FETC will offer many introduction courses including:*

- Patio Gardening
- Cooking
- Art
- Beginners guide to staying connected and improving digital skills

**Venue** Tullamore Further Education and Training Centre

**Contact** Gillian on 085 8054579 or email [gunningham@loetb.ie](mailto:gunningham@loetb.ie)

**Fee** There is no fee for these courses.

COURSE PROSPECTUS 2021-2022

# TULLAMORE

## NATIONAL LEARNING NETWORK

Skills for Life - Transition (QQI Level 3)  
Office Technology Skills (QQI Level 4)  
Freshstart (QQI Level 4)  
Sports & Recreation (QQI Level 4)  
Employer Based Training (QQI Level 4)

## National Learning Network

Investing in People, Changing Perspectives

### Tanyard Lane, Tullamore

The National Learning Network (NLN) in Tullamore provides a range of free courses to people who have had an accident, illness, injury, disability or have additional support needs. The courses are tailored to each learner's needs, to help them in building their confidence while acquiring practical job-seeking skills to assist them to secure employment or progress on to further education or training.

For further information on any of the courses, contact Emma Gilchreest on 085 8564557 or e-mail [egilchreest@loetb.ie](mailto:egilchreest@loetb.ie)



### Skills for Life - Transition (QQI Level 3 - 3M0935) FULL TIME

*This course provides young adults with the personal, social and work related skills that will prepare you for the workplace or further training. You will learn to identify your strengths and goals for the future as well as exploring employment or further training opportunities through sampling of workplace settings in Retail, Catering or Information Technology. Students that complete this programme can expect to have the confidence to take their next step in their chosen career. Practical skills training will be delivered using a mix of structured directed training, self-direction and one-to-one coaching.*

#### Modules include

Career Preparation | Work Experience | Health and Safety Awareness | Application of Number | Culinary Operations | Personal and Interpersonal Skills | Word Processing | Retail Sales Transaction | Career Coaching | Enhancing Work Skills | Personal Development.

**Entry Requirements** This course takes place at the National Learning Network for people with injury, disability or who require the additional supports available at the NLN.

**Venue** National Learning Network, Tanyard Lane, Tullamore.

**Frequency** Monday to Friday, continuous intake.

**Contact** Emma on 085 8564557, Email: [egilchreest@loetb.ie](mailto:egilchreest@loetb.ie)

**Fee** There is no fee for this course.

## Office Technology Skills (QQI Level 4 - 4M2070) **FULL TIME**

This course will give you the necessary skills and experience to start your career in an office environment. You will gain recognised qualifications in Spreadsheets, Databases and Word-processing to name but a few. Students can expect to spend some time every week in a host company where you will gain real experience of working in an office environment. You will be supported through the course by our highly experienced instructors to enable you to achieve a Major Award in Office Technology Skills at Level 4. These skills are acquired through a combination of practical demonstration, instruction, supervised practice, e-learning and work experience. This is a full time course which includes a work experience placement for a minimum of one day per week

### Modules Include

Business Calculations | Computer Applications | Customer Service | Information Technology | Work Experience | Data Entry | Business English | Communications | General Office Skills

**Entry Requirements** This course takes place at the National Learning Network for people with injury, disability or who require the additional supports available at the NLN.

**Venue** National Learning Network, Tanyard Lane, Tullamore

**Frequency** Monday to Friday, continuous intake

**Contact** Emma on 085 8564557, Email: egilchreest@loetb.ie

**Fee** There is no fee for this course.

## Freshstart (QQI Level 4 4M0857) **FULL TIME**

Sometimes all you need is a Freshstart. This recovery focused training course helps students build on their personal development, confidence and resilience. The course also explores opportunities to progress to further training or employment, and work on gaining QQI L4 certification. You do not need to have advanced computer skills – but what you do need is the drive to engage with training and a will to make a Freshstart. We will support you and give you the tools to do the rest.

### Modules Include

Business English | Teamworking | Career Planning | Food and Nutrition | Customer Service | Information Technology Skills | Personal Effectiveness | Communications | Work Experience | Workplace Safety | Stress Management and Relaxation | Resilience in the Workplace.

**Entry Requirements** This course takes place at the National Learning Network for people with injury, disability or who require the additional supports available at the NLN

**Venue** National Learning Network, Tanyard Lane, Tullamore

**Frequency** Monday to Friday, continuous intake

**Contact** Emma on 085 8564557, Email: egilchreest@loetb.ie

**Fee** There is no fee for this course

**Sports and Recreation (QQI Level 4 4M4966) FULL TIME**

*This exciting and high energy course is designed to enable students to build a career as future coaches and leaders in the sports & leisure industry. It offers students a dual qualification in ITEC gym instructor and QQI Sports & Recreation major award. Using both classroom and sports environments for supported and practical learning, students can expect to spend some time in the gym and classroom every week as well as participating in other external recreational activities. The course offers students the opportunity to gain valuable work experience in a host company as part of their qualification.*

**Modules Include**

Food and Nutrition | Human Biology | Customer Service | Soccer Skills | Communications | Health Related Fitness | Information Technology Skills | Work Experience | Disability Inclusion Training | Career Coaching

**Entry Requirements** This course takes place at the National Learning Network for people with injury, disability or who require the additional supports available at the NLN

**Venue** National Learning Network, Tanyard Lane, Tullamore

**Frequency** Monday to Friday, continuous intake

**Contact** Emma on 085 8564557, Email: egilchreest@loeth.ie

**Fee** There is no fee for this course.

**Fast Track to Employment (QQI Level 4) FULL TIME**

*This job seeking course combines training in a workplace of your own choice, with training and support in our centre. You will get a chance to identify which type of job you want to train for and suggest possible employers – our instructors will work with you to find a work placement suitable for you. The co-ordinator will support both student and employer throughout the process. The course aims to develop the skills and experience the student needs to gain employment in the future. An individualised training plan will assist you in identifying your chosen career path while obtaining certification at QQI Level 4.*

**Modules Include**

Career Planning | Communications | Functional Maths | Stock Control | Computer Applications | Customer Service | Information Technology Skills | Personal and Interpersonal Development | Personal Effectiveness | Placement Preparation | Work Experience | Workplace Safety | Retail Sales Techniques | Review and Future Planning

**Major Awards** You can choose from 2 major awards at QQI Level 4 which include:

\* **Employment Skills (4M0857)**

\* **Retail Skills (4M1998)**

**Entry Requirements** This course takes place at the National Learning Network for people with injury, disability or who require the additional supports available at the NLN

**Venue** National Learning Network, Tanyard Lane, Tullamore

**Frequency** Monday to Friday, continuous intake

**Contact** Emma on 085 8564557, Email: egilchreest@loeth.ie

**Fee** There is no fee for this course.



COURSE PROSPECTUS 2021-2022

# TULLAMORE

## COMMUNITY TRAINING CENTRE

Employability Skills (QQI Level 3)  
Engineering and Woodcraft (QQI Level 4)  
Early Childhood Education (QQI Level 4)  
Hospitality & Pro Cookery Studies (VTCT Level 2)  
Hair and Beauty Services (VTCT Level 2)  
Barbering (VTCT Level 2 VRQ)

# TULLAMORE



## COMMUNITY TRAINING CENTRE

### Kilcruttin Business Park, Tullamore

For over 30 years, Tullamore Community Training Centre has been providing high quality Vocational Training, serving the needs of the local community and labour market. Training opportunities are provided to early school leavers, aged primarily from 16 years of age to 21 years of age. Courses run from Monday to Friday and are on a continuous intake basis. There are no fees for these courses.



For further information on any of these Courses, contact  
Emma Gilchreest on 0858564557 or e-mail  
egilchreest@loeth.ie

### Employability Skills (QQI Level 3 - 3M0935) **FULL TIME**

*This programme provides educational, practical and personal skills to maximise independence at home, in the community and at work. The programme will assist the learner to achieve a nationally recognised qualification, which will aid progression to further training/education or employment.*

**Modules** Communications | Computer Literacy | Internet Skills | Work Experience | Breakfast Cookery | Health and Safety Awareness | Caring for Children | Art and Design | Application of Number | Wood Work | Manual Arc Welding

**Entry Requirements** Early school leavers aged primarily from 16 to 21 years

**Venue** Tullamore Community Training Centre, Kilcruttin Business Park, Tullamore

**Frequency** Monday to Friday, continuous intake

**Contact** Emma on 085 8564557, Email: egilchreest@loeth.ie

**Fee** There is no fee for this course.

### Engineering and Woodcraft (QQI Level 4 4M2010) **FULL TIME**

*This programme provides educational, practical and personal skills to maximise independence at home, in the community and at work. The programme will assist the learner to achieve a nationally recognised qualification, which will aid progression to further training/education or employment. Optional modules include Woodcraft, Milling, Turning, Workplace Safety and TIG Welding.*

**Modules** Functional Mathematics | Communications | Business English | Information Technology Skills | Personal Effectiveness | Woodcraft | Milling | Team working | Turning | Workplace Safety | Short Order Cooking | Manual Arc Welding | Computer Applications | Work Experience

**Entry Requirements** Early school leavers aged primarily from 16 to 21 years

**Venue** Tullamore Community Training Centre, Kilcruttin Business Park, Tullamore

**Frequency** Monday to Friday, continuous intake

**Contact** Emma on 085 8564557, Email: egilchreest@loeth.ie

**Fee** There is no fee for this course.

### Pathways to Employment in Early Childhood Education (QQI Level 4 4M2010) **FULL TIME**

*The aim of this programme is to provide educational, practical and personal skills to maximise independence at home, in the community and at work. The programme will assist the learner to achieve a nationally recognised qualification, which will aid progression to further training/education or employment. The aim of this programme is to provide learners with the skill, knowledge and competence to work under supervision providing assistance and support within early childhood care and education settings.*

**Modules** Information Technology Support | Personal Effectiveness | Team Working | Work Experience | Workplace Safety | Understanding Interculturism | Child Care and Safety| Child Development and Play | Communications

**Entry Requirements** Early school leavers aged primarily from 16 to 21 years

**Venue** Tullamore Community Training Centre, Kilcruttin Business Park, Tullamore

**Frequency** Monday to Friday, continuous intake

**Contact** Emma on 085 8564557, Email: egilchreest@loetb.ie

**Fee** There is no fee for this course.

### Hospitality and Professional Cookery Studies (VTCT Level 2 AT20502) **FULL TIME**

*The aim of this programme is to provide educational, practical and personal skills to maximise independence at home, in the community and at work. The programme will assist the learner to achieve a nationally recognised qualification, which will aid progression to further training/education or employment. This programme aims to provide learners with the skill, knowledge and competence to work in the hotel, bar and restaurant trade.*

**Modules** Professional Cookery Techniques | Effective Team Working | Principles of Customer Service in Hospitality, Leisure, Travel & Tourism | Health & Safety in Catering and Hospitality | Work Experience | Barista Skills| Legislation in Food and Beverage Service| Preparing Meat & Offal |Preparing Fish & Shellfish| Produce Fermented Dough Products | Food Service

**Entry Requirements** Early school leavers aged primarily from 16 to 21 years

**Venue** Tullamore Community Training Centre, Kilcruttin Business Park, Tullamore

**Frequency** Monday to Friday, continuous intake

**Contact** Emma on 085 8564557, Email: egilchreest@loetb.ie

**Fee** There is no fee for this course.

## Hair and Beauty Services (VTCT Level 2 VRQ AM20173) **FULL TIME**

*The aim of this programme is to develop learners' practical skills to a high level of occupational ability to enable them to perform a range of salon services to include:*

- provide cutting or dressing services for women's hair.
- provide effective shampooing and conditioning services.
- provide colouring and lightening hair.

*This course will prepare learners for employment as a supervised assistant/apprentice or for further learning in the hairdressing industry.*

**Modules** The Art of Colouring Hair | Apply Make-Up | Manicure Treatments | Pedicure Treatments | Health and Safety Practice in the Salon | Salon Reception Duties | The Art of Dressing Hair | Health and Safety Awareness | Customer Service | Personal Effectiveness | Information Technology | Team Working

**Entry Requirements** Early school leavers aged primarily from 16 to 21 years

**Venue** Tullamore Community Training Centre, Kilcruttin Business Park, Tullamore

**Frequency** Monday to Friday, continuous intake

**Contact** Emma on 085 8564557, Email: egilchreest@loeth.ie

**Fee** There is no fee for this course.

## Barbering (VTCT Level 2 VRQ 87079) **FULL TIME**

*This qualification will develop the learner's knowledge, understanding and skills to enable them to advise and consult with men on the type of hair-cut and facial hair shaping the way they want, but just as importantly what is suitable for them. Training is also provided on how to work in a safe manner throughout the service.*

*The purpose of this qualification is to develop the learner's practical skills to a high level of occupational ability to enable them to perform within a salon setting.*

**Modules** Cut Men's Hair | Cut Facial Hair | Client Consultation for Hair Services | Health and Safety Practice in the Salon | Customer Service | Information Technology Skills | Personal Effectiveness | Team working | Health and Safety Awareness | VTCT – Salon Reception Duties

**Entry Requirements** Early school leavers aged primarily from 16 to 21 years

**Venue** Tullamore Community Training Centre, Kilcruttin Business Park, Tullamore

**Frequency** Monday to Friday, continuous intake.

**Contact** Emma on 085 8564557, Email: egilchreest@loeth.ie

**Fee** There is no fee for this course.



COURSE PROSPECTUS 2021-2022

# TULLAMORE

## MIDLANDS SKILLS CENTRE

*Centre Manager*

**Michelle Tierney**

Axis Business Park,  
Tullamore, Co. Offaly

T: 057 9339632  
[mtierney@loetb.ie](mailto:mtierney@loetb.ie)

**Life Sciences Manufacturing Operations**  
(QQI Level 5)

**Cleanroom Operations (QQI Level 5)**  
**Continuous Improvement in Manufacturing**  
(QQI Level 5)

**Life Sciences Manufacturing Operations**  
(QQI Level 5)

# TULLAMORE



## MIDLANDS SKILLS CENTRE

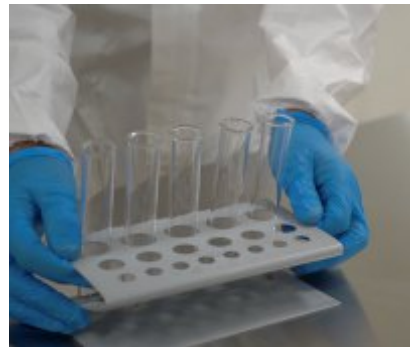
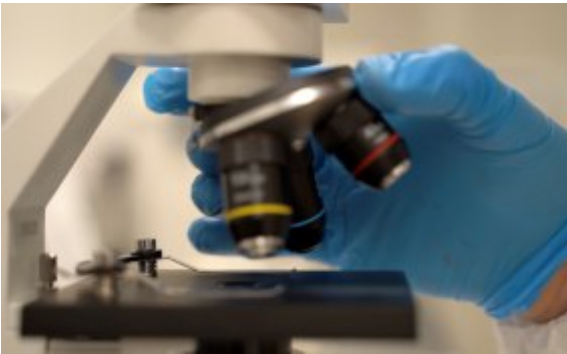


Opened in 2019, Midlands Skills Centre in Tullamore provides specialist training and upskilling of those who wish to seek employment in the rapidly growing bio-pharma and medical-tech sectors.

We offer holistic training solutions in a realistic GMP simulated manufacturing environment. Our programmes range from entry to senior management level. Facilities include state-of-the-art cleanroom, training rooms and IT lab. We also cater for meetings.

Training can be structured and delivered to suit each client's requirements, which has helped deliver integrated outcomes for those seeking employment and industries eager to hire highly skilled personnel.

Programmes are delivered via a range of full-time and part-time day courses, along with a choice of night training options.



### Life Sciences Manufacturing Operations (QQI Level 5 5M2162) **PART TIME**

**Modules** Cleanroom Operations | Continuous Improvement in Manufacturing | Health, Safety and Environmental Awareness | Packaging & Labelling | Work Experience | Six Sigma | Manual Handling.

**Entry Requirements:** Leaving Certificate of equivalent standard of education or relevant life experience. All applicants must complete an interview.

**Progression / Employment Options** Participants may pursue a Life Sciences Manufacturing Operations 5M2162 or alternatively seek entry level positions in the Bio-Pharm/Med Tech sectors

**Venue** Midlands Skills Centre

**Frequency** 5 x days per week over 6 months (September 2021)

**Contact:** Caoimhe Daly, 0579339635, midlandskills@loetb.ie

**Fee:** There is no fee for this course

### Cleanroom Operations (QQI Level 5 5N1921) **PART TIME**

**Progression / Employment Options:** Participants may pursue a Life Sciences Manufacturing Operations 5M2162 or alternatively seek entry level positions in the Bio-Pharm/Med Tech sectors

**Entry Requirements** Leaving Certificate of equivalent standard of education or relevant life experience. All applicants must complete an interview.

**Venue** Midlands Skills Centre

**Frequency** 2 x mornings per week

**Contact** Caoimhe Daly, 0579339635, midlandskills@loetb.ie

**Fee** This programme is funded through BTEI – refer to pg 161 for eligibility. If you are outside of these guidelines a fee of €25 will apply

### Continuous Improvement in Manufacturing (QQI Level 5 5N1921) **PART TIME**

**Progression / Employment Options** Participants may pursue a Life Sciences Manufacturing Operations 5M2162

**Entry Requirements** Leaving Certificate of equivalent standard of education or relevant life experience. All applicants must complete an interview.

**Venue** Midlands Skills Centre

**Frequency** 2 x afternoons per week

**Contact** Caoimhe Daly, 0579339635, midlandskills@loetb.ie

**Fee** This programme is funded through BTEI – refer to pg 161 for eligibility. If you are outside of these guidelines a fee of €25 will apply

## Life Sciences Manufacturing Operations

(QQI Level 5 – 5M2162)

**FULL TIME**

This course is ideal for those who wish to embark on a career in the medical technologies industry. It is a 20-week full-time course comprised of both direct instruction and work placement. Learners will avail of practical experiential learning at the Centre complemented by extensive work-based learning.

Component Award certification is available for the following modules: Quality and Good Manufacturing Practice, Continuous Improvement in Manufacturing, Cleanroom Operations, Packaging and Labelling, Health, Safety, and Environmental Awareness, and Manual Handling.

**Entry Requirements** All applicants are subject to an interview and an online assessment

**Venue** Midlands Skills Centre

**Frequency** Monday to Friday – September 2021 and February 2022.

**Contact** Caoimhe Daly on 057 9339635 or email [cdaly@loetb.ie](mailto:cdaly@loetb.ie)

**Fee** There is no fee for this course

## Part-time/Short non accredited programmes:

Introduction to Cleanrooms

Introduction to Medical Device, Medicinal Drug & Cosmetic Industry

Cleaning Validation

Process Validation

Project Management for Medical Device Companies

Technical Writing

2 x days or 4 x mornings

2 x days or 4 x mornings

2 x days or 4 x mornings

2 x days or 4 x mornings

2 x days or 4 x mornings

1 x day or 2 x mornings

The above programmes can be run during the day/evening or weekend.

## Testimonials

“I completed the Introduction to Medical Device, Medicinal Drug Cosmetic Manufacturing course in March 2021. I found this course very informative. The tutor was very knowledgeable and helpful, and I gained great understanding in medical devices. I have since secured employment in the medical industry as a result of my upskilling”. (*Ann Cleary*)

I was a student on the Cleanroom Operations Level 5 Course with LOETB in the Midlands Skills Centre in late 2020. I obtained employment straight away in the Medical Device Industry as a result of this course. This course was very important to me gaining employment. I would highly recommend this course to future students. The Tutor, Sarah was very helpful, and the facilities are excellent.” (*Pat Gleeson*)



## Adult Educational Guidance and Information Service (AEGIS)

LOETB's Adult Educational Guidance and Information Service(AEGIS) is an initiative funded by The Department of Further and Higher Education, Research, Innovation and Science (DFHERIS). It provides an impartial, comprehensive, professional guidance and information service to the returning learner.

### Who is the Service for?

The Adult Educational Guidance and Information Service is a FREE SERVICE open to adults who:

- Are currently participating in Further Education and Training programmes in LOETB
- Are considering returning to education or training
- Left school early and would like to return to education
- Are having difficulty in finding or keeping suitable employment due to the lack of appropriate educational qualifications

### What does the Service offer?

- Appointments on a one to one and group basis
- Educational and career guidance
- Free, confidential and ongoing support to the returning adult learner
- Advice on steps to Further and Higher Education and Training
- Up to date information on courses both locally and nationally
- Assistance with application forms for Further Education and Third Level Institutions
- Information on funding and grants

### For further information contact:

#### PORTLAOISE OFFICE

LOETB FET Information Hub  
Unit 1, Lyster Square,  
Portlaoise,  
Co. Laois,  
R32 D268  
T. 057 8672963

#### TULLAMORE OFFICE

LOETB FET Information Hub  
Floor 1, Castle Buildings,  
Tara Street, Tullamore,  
Co. Offaly,  
R35 E9K8  
T. 057 9351506



[www.facebook.com/adultguidanceloetb/](https://www.facebook.com/adultguidanceloetb/)  
E:guidanceinfo@loetb.ie



## Adult Literacy Service

Laois and Offaly Education and Training Board provides an Adult Literacy and Basic Education Service for adults throughout Laois and Offaly who wish to improve their reading, writing, spelling, maths or computer skills. This service is free and confidential.

The literacy service offers many non-accredited and accredited courses from QQI Levels 1-3 and some QQI Level 4 programmes. It is the ideal starting point for someone who left school early and needs to brush up on these skills. Courses are offered mornings, afternoons and evenings, depending on demand and numbers. Courses are normally part-time, with learners accessing the service from 1-8 hours per week.

### The Adult Literacy Service offers the following:

- One to one and small group literacy tuition
- Maths programmes
- Writing and Spelling programmes
- Basic computer programmes
- Intensive Literacy Through the Arts
- English for Speakers of Other Languages (ESOL) Classes
- A range of QQI modules Levels 1-3
- Dyslexia Workshops / Adult Screen Test



**Learners from the Health and Fitness group receiving certification at Portlaoise FET Centre**

Literacy and numeracy can be improved on by joining one of the many courses available in our Centres, across all levels, depending on your needs and interests. This includes art, computers, childcare, crafts, construction, engineering, gardening, office and retail skills.

### Family Learning Programmes

Family Learning Programmes cover a range of areas to enable parents to help their children learn, while parents are building their own skills. Options include learning new computer skills, Maths and Irish for parents, Creative Writing, Lads and Dads Woodcraft, Learn through Lego, Healthy Cooking courses, Story sacks and Health and Fitness. These courses are delivered in DEIS Schools in both Laois and Offaly, one morning per week, for 6 weeks.

### Digital Skills for Parents

The **COVID-19** pandemic has tested the computer skills of both parents and children who suddenly needed to continue their studies from home. The Adult Literacy Service is now offering a free 8 week course to provide parents with the digital skills and knowledge to support their children online, whether it's how to use apps to access homework and information from the teacher/ school, or how to search for and navigate useful websites that might be of help to you and your child.

If you want to find out more about any of our courses, please check what is on offer within the FET Centre in your area or contact us for more details.

### LAOIS & OFFALY

**Ann Shields 085 8760327 or Email [ashields@loetb.ie](mailto:ashields@loetb.ie)**

## Community Education

The Community Education Service facilitates and supports community education classes for a range of groups throughout Counties Laois and Offaly. Classes are based either in a community setting or on site of a local Further Education Centre.

The ethos of Community Education is one of social inclusion and engaging with educationally disadvantaged adults. Due to the volume of applications received, priority is given to groups who organise community education programmes for people who face acute barriers to participating in education such as: Older people, people experiencing disadvantage, people with disabilities, ethnic minority groups, unemployed people, carers and groups providing community education in areas where adults do not have easy access to education opportunities.

### Types of Classes & Funding Available

Programmes usually run for 6-10 weeks and are delivered at times to meet the needs of the Community Group. The following examples are for illustration only as we can work with you to identify your group's own areas of interest:

- **Sample Courses**
- Horticulture / Gardening
- Computers (Basic IT /How to use the Internet/How to get the most from your mobile phone and/or tablet / mobile device)
- Managing Stress(Yoga/Mindfulness/Personal Development)
- Creativity (Art/Ceramics/Crafts/Photography/ Creative Writing/Drama/Pottery/Sewing/ Interior Design/DIY, Woodwork)
- Health (First Aid, Cookery, Haircare and Hair styling)

### Community Projects:

- Community Art
- Community Gardening
- Community Voices
- 

Courses are funded. The only fee which may be incurred by a participant would be a small contribution towards rental, course materials, resources, etc. Groups may apply for classes at any time during the year by contacting the Community Education Facilitator. However, funding is normally limited to one course per group per year.

We welcome groups /organisations /individuals to get in touch with us with project or course ideas.

### Contact details:

#### LAOIS

**Kathleen Dunne**

Community Education Facilitator

Mob: 087 957 3654

#### OFFALY

**Gillian Cunningham**

Community Education Facilitator

Mob: 085 805 4579

E: [communityed@loeth.ie](mailto:communityed@loeth.ie)

T: 057 8661890

[www.loeth.ie/community-education](http://www.loeth.ie/community-education)



## Community Training

### Local Training Initiatives

Local Training Initiatives are community based training programmes funded under Youth Guarantee, hence trainees are primarily under 35 years of age. The duration of the programmes vary and a training allowance is paid while attending the programme. LOETB funds the programme providers (Offaly Local Development Company, Offaly Traveller Movement and Youth Work Ireland Laois). There are currently four LTIs in operation – Working Towards Employment in Banagher, Skills for Employment in Edenderry, OTM Skills for Life in Tullamore and The You Programme for Youth in Portlaoise. Further information on these courses may be found under the relevant areas in this brochure.

### Community Training Centre

Tullamore Community Training Centre provides training for early school leavers aged primarily from 16 to 21 years. Currently programmes on offer include VTCT Diploma in Hair and Beauty Services, VTCT Diploma in Barbering Studies, QQI Level 3 Employability Skills, VTCT Level 2 Hospitality and Professional Cookery, QQI Level 4 Pathways to employment in Early Childcare Education and QQI Level 4 Engineering and Woodcraft. Further information on these courses may be found under 'Tullamore' in this brochure.

### Specialist Training Providers (National Learning Network)

Providers (STPs) primarily cater for unemployed people with disabilities, in receipt of a disability payment, or those who are deemed to require the additional supports that only an STP can provide. The duration of programmes vary depending on need. Courses offered include Kickstart (General, Retail Skills, Office Skills & Catering), Employer Based Training and Transitions in Portlaoise and Office Skills, Freshstart, Skills for Life & Employment, Sport and Recreation and Fast Track to Employment in Tullamore. Further information on these courses may be found under 'Portlaoise' or 'Tullamore' in this brochure.

LOETB hosts, funds and monitors two NLN Centres in Tullamore and Portlaoise.

#### Contact:

**Emma Gilchreest on 085 8564557**

**Email: [egilchreest@loetb.ie](mailto:egilchreest@loetb.ie)**

# Progression

## Higher Education Links Scheme

QQI awards can be used as an alternative to the Leaving Certificate to access Higher Education (CAO) courses. The Higher Education Links Scheme links specific QQI courses at Levels 5 and 6 with a range of Level 6, Level 7 and Level 8 courses in Institutes of Technology and Universities. Applicants should ensure that their QQI qualification meets the minimum requirements of the third level college they wish to apply to. Students are advised to contact the Admissions Office of the individual higher education institutions prior to application as some courses may have specific entry requirements. Students interested in progression are advised to make an appointment with our LOETB Guidance Counsellors who can assist with your career planning, research and application.

## Advanced Progression Opportunities

A number of courses at LOETB offer direct access to the second year of related courses at Athlone, Limerick and Carlow Institutes of Technologies. The following table sets out the advanced progression agreements. In order for a graduate to progress to the second year, certain criteria applies e.g. scoring a certain number of Distinctions in a QQI Level 6 Award.

LOETB COURSE	THIRD LEVEL LINKS
Certificate in Business (QQI Level 6) 6M4985	<div>2nd year of Bachelor of Business Office Management &amp; Admin in Athlone IT</div> <div>2nd year of Bachelor of Business in IT Carlow.</div> <div>2nd year of Bachelor of Business in University of Limerick</div>
Certificate in Art (QQI Level 6) 6M4029	<div>2nd year of Ceramics BA (Hons) in Design in Limerick IT (School of Art &amp; Design)</div>



**Other progression options are also available. Contact our Adult Educational Guidance Service to discuss.**

## Grants, Funding & Programmes

### Student Grant (SUSI)

This means test student grant is available to students who are progressing to a full-time QQI Level 5/6 Award or equivalent, and who have not previously studied an award at similar or higher level on the National Framework of Qualifications. The amount of the grant depends on family income and on the distance a student travels from their place of residence to the college. Student Grant applications can be made online only to Student Universal Support Ireland (SUSI) through [www.susi.ie](http://www.susi.ie). Applications can be made from April and should be made before starting a course. Further information is available on [www.studentfinance.ie](http://www.studentfinance.ie) or [www.citizensinformation.ie](http://www.citizensinformation.ie)



### Back To Education Allowance (BTEA)

The BTEA is an allowance from the Department of Employment Affairs and Social Protection (DEASP) to allow eligible applicants to participate in education while remaining on a Social Welfare payment. Eligible applicants are paid BTEA instead of their Jobseekers or other allowance or benefit - more information is available on [www.welfare.ie](http://www.welfare.ie).

### Vocational Training Opportunities Scheme (VTOS)

The VTOS scheme provides a range of courses to meet the education and training needs of unemployed people. Applicants must be aged over 21 years of age and in receipt of Social Welfare payment for at least 156 days before commencement of course. VTOS is aimed in particular at unemployed people who are early school leavers. Successful applicants can receive a VTOS payment for the duration of their course instead of their social welfare payment. They may be able to avail of additional supports including childcare support and small meal and travel allowances. Books and course materials may also be provided.



### Back To Education Initiative (BTEI)

BTEI courses are provided to people aged 16+ who have left full-time education and meet at least one of the following criteria:

- Have less than upper second level education (Leaving Certificate)
- Have a medical card, or are the dependent of a medical card holder
- Are in receipt of a social welfare payment (e.g. Jobseeker Allowance/ Benefit, one Parent Family Payment, Cares Allowance, Disability Allowance, etc.)



## **Post Leaving Certificate (PLC)**

PLC Programmes are full-time courses open to students who have just completed the Leaving Certificate, or any person wishing to return to Further Education. They offer a mixture of 'hands-on' practical work, academic subjects and work experience, and are designed as a step towards skilled employment or progression to third level. Successful students may apply to third level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme. There may be additional costs on some courses for materials, uniforms, etc. Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance. All fees must be paid before commencement of the programme.

### **PLC Fees:**

€200 Course Registration Fee - payable by all students, no exemptions apply

€200 PLC Government Levy - some exemptions apply

- Medical Card holder, in your own right or a dependent child of a full Medical Card holder
- SUSI Grant - official letter of approval will be required
- BTEA/VTOS - official letter of approval will be required

€50 QQI Level 5 Certification Fee - the above exemptions apply, except SUSI Grant recipients

€80 QQI Level 6 Certification Fee - the above exemptions apply, except SUSI Grant recipients

## **Youthreach Programme**

Youthreach programmes give unemployed young people between the ages of 15 and 20, who left school early, an opportunity to get recognised qualifications and the possibility to create a viable career path for themselves. Youthreach offers a flexible and dynamic programme of integrated general education and work experience. Students set personal and educational goals that increase their self-esteem, skills and knowledge base. A training allowance related to the age of students is paid weekly, subject to attendance. A travel allowance is paid where applicable. There are a variety of subjects on offer in all the Centres. Guidance Counselling is also available to all students.

**Qualifications** QQI Levels 3 & 4

**Length of Programme** 1-3 years

**Frequency** Monday to Thursday (8.30am – 4pm) and Friday (8.30am – 1.30pm)

## **National Childcare Scheme (NCS)**

NCS is a new scheme that provides financial support to help parents to meet the costs of childcare. Whether you are on a full time or part time course, you may apply for this scheme. The subsidies are paid directly to your approved childcare provider. Visit **[www.ncs.gov.ie](http://www.ncs.gov.ie)** for more information or contact the Support Centre on (01) 9068530.

## NOTES



## NOTES



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SOLAS

An tSeirbhís Oideachais Leanúnaigh agus Scileanna  
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