Further Education and Training Centres

Abbyleix:  Abbyleix Further Education & Training Centre ......057 8731127
Banagher:  Coláiste na Sionna (Banagher College) ..................057 9151323
          Banagher Further Education & Training Centre ......057 9153734
Birr:      Birr Further Education & Training Centre ..............057 9121571
Clara:     Clara Further Education & Training Centre ..............057 9330794
Edenderry: Edenderry Further Education & Training Centre......046 9732091
          Oaklands Community College, Edenderry ............046 9731573
Mountmellick: Mountmellick Further Education & Training Centre...057 8624196
Mount Lucas: National Construction Training Centre ..................01 5332552
Portarlington: Portarlington Further Education & Training Centre ..057 8623161
Portlaoise: Portlaoise Further Education & Training Centre ......057 8661338
           Portlaoise Institute of Further Education ...........057 8621480
           Portlaoise Youth Education Centre .................057 8681005/06
Tullamore:  Tullamore College ........................................057 9321677
           Tullamore Further Education & Training Centre ......057 9349424
Welcome

Fáilte go dtí Bord Oideachais agus Oiliúna Laoise agus Uíbh Fhailí. It gives me great pleasure to welcome you to our Further Education and Training Course prospectus for 2016/17.

Whether you are returning to learning for the first time since leaving school or planning a career change, this is your starting point. Laois and Offaly Education and Training Board (LOETB) offers a comprehensive range of courses from part-time learning to full-time study, leading onto higher education, training or employment. This is an exciting time for us with the recent transfer of the former FÁS services to LOETB. We now offer the full range of further education and training opportunities in Laois and Offaly, as outlined in this prospectus.

Our certified programmes offer recognised qualifications from Levels 1 to 6, on the National Framework of Qualifications. We also offer non-accredited leisure and short taster courses through our Community Education and Literacy Programmes. This prospectus is arranged by centres throughout Laois and Offaly.

I invite you to join our 10,000 students who undertake studies with us each year.

Beir bua agus beannacht,

Tony Dalton
Director of Further Education and Training,
Laois and Offaly ETB
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The Adult Educational Guidance and Information Service is an initiative funded by the Department of Education and Skills that provides a comprehensive, professional guidance and information service to the returning adult 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 Literacy, VTOS, BTEI or Community Education Programmes
- 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 lack of appropriate educational qualifications
- Have funding from the Education Finance Board

What does the Service Offer?
- Educational and career guidance on a one-to-one and group basis
- A drop in Information Service
- 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
- Information on funding and grants

For further information contact:
LAOIS: Carmel Hoolan, Adult Educational Guidance Co-ordinator 057 8672963 | choolan@loetb.ie
OFFALY: Catherine Gavigan, Adult Educational Guidance Co-ordinator 057 9349425 | cgavigan@loetb.ie

Don’t know where to start?
Sit down and talk to us!

General enquiries: guidanceinfo@loetb.ie
General Learning (QQI Level 3)

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

**Progression Options** Further study at Level 4.

**Modules** Maths | IT | Communications

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

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 2 mornings per week, Mon & Tues, 9.30-12.30 (Oct-May)

**Contact** Kathleen on 057 8661338 / email kdunne@loetb.ie

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

General Learning (QQI Level 4)

This course 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.

**Progression Options** Successful completion of this course facilitates the student in moving to other VTOS programmes within the centre.

**Modules** Communications | Everyday Maths | IT | Personal Effectiveness | Woodcraft | Upholstery | Design | Pyrography | Painting | Horticulture | Work Experience

**Entry Requirements** All applicants are subject to interview

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, 1 year

**Contact** Helen on 057 8731127 / email hkavanagh@loetb.ie

**Fee** Contact the centre
Art, Craft & Design (QQI Level 5)

The Art, Craft and Design course offers students the opportunity to explore the varied aspects of fine art and craft. Over the year students 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 student 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.

Progression Options

Students who successfully complete this course may have the option to continue their studies in the Centre progressing to the Advanced Art QQI Level 6 course. The full QQI Level 5 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.

Modules

Drawing | Design | Ceramics | Work Experience | Communications | Combined Materials
Creative Embroidery | Painting | Art Appreciation

Additional Award

2nd award leading to a portfolio suited to applying for Animation at 3rd level.

Award Title: Art (Animation) 5M1985

Three Elective Modules: Animation Layout Design | Animation Drawing Studies | Sculpture

Entry Requirements

Leaving Certificate or equivalent standard of education. Good drawing skills are essential.

Venue

Abbeyleix Further Education and Training Centre

Frequency

5 days per week, 1 year

Contact

Helen on 057 8731127 / email hkavanagh@loetb.ie

www.abbeyleixfec.ie

Fee

€100 non-refundable centre registration

€200 materials approx.

€200 PLC Gov. levy (some exemptions apply)

Business Administration and IT (QQI Level 5)

This is an intensive one year course. It offers a wide range of subjects with a particular emphasis on business administration and IT skills. Over the past number of years this course has provided students with job placements in their chosen sectors and allowed many more to progress to third level study. A number of students have set up their own successful businesses.

Progression Options

Students who successfully complete this course may have the option to continue their studies at the Centre progressing to the Business Management QQI Level 6 course. The full 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.

Modules


Entry Requirements

Leaving Certificate or equivalent standard of education.

Venue

Abbeyleix Further Education and Training Centre

Frequency

5 days per week, 1 year

Contact

Helen on 057 8731127 / email hkavanagh@loetb.ie

www.abbeyleixfec.ie

Fee

€100 non-refundable centre registration

€100 materials approx.

€200 PLC Gov. levy (some exemptions apply)
Community Care (QQI Level 5)

This full-time one year course is designed to suit the learner who wishes to enter the workforce as a carer or pursue a career in social studies. It enhances the learner’s awareness and understanding of the role and the responsibilities of a Carer within the healthcare environment. This course aims to equip the learner with the appropriate skills of holistic healthcare for compromised clients and those with disability.

Progression Options
Learners, who have successfully completed the Community Care course, are eligible to apply for employment as a carer within the community health services. Alternatively, the full QQI Level 5 Award facilitates entry, on a competitive basis, to a range of third level institutions to study social care/studies.

Modules
Care | Provision and Practice | Safety and Health at Workplace | Human Growth and Development | Work Experience | Communications | Social Studies | Word Processing | Care of the Older Person | Intellectual Disability Studies

Entry Requirements
Leaving Certificate or equivalent standard of education.

Venue
Abbeyleix Further Education and Training Centre

Frequency
5 days per week, 1 year

Contact
Helen on 057 8731127 / email hkavanagh@loetb.ie
www.abbeyleixfec.ie

Fee
€100 non-refundable centre registration
€200 uniform, books, equipment
€200 PLC Gov. levy (some exemptions apply)

Course completion is reliant on Garda Vetting process. LOETB reserves the right to refuse course admission and/or completion.

e-Business with Marketing (QQI Level 5)

This is an intensive one year course. It offers a wide range of subjects with a particular emphasis on e-Business and Marketing. The main aim of the course is to allow students gain practical and theoretical appreciation of the role played by technology in business today. It also allows students to appreciate the opportunities presented by the web and e-Business to successfully market products and services.

Progression Options
Students who successfully complete this course may have the option to continue their studies at the Centre progressing to the Business Management QQI Level 6 course. The full 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.

Modules

Entry Requirements
Leaving Certificate or equivalent standard of education.

Venue
Abbeyleix Further Education and Training Centre

Frequency
5 days per week, 1 year

Contact
Helen on 057 8731127 / email hkavanagh@loetb.ie
www.abbeyleixfec.ie

Fee
€100 non-refundable centre registration
€100 materials/books
€200 PLC Gov. levy (some exemptions apply)
Healthcare Support (QQI Level 5)

Due 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.

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 | Work Experience | Care of the Older Person | Word Processing | Communications, Care Provision and Practice | Occupational First Aid

Entry Requirements
Leaving Certificate or equivalent standard of education

Venue
Abbeyleix Further Education and Training Centre

Frequency
5 days per week

Contact
Helen on 057 8731127 / email h.kavanagh@loetb.ie

www.abbeyleixfec.ie

Fee
€100 non-refundable centre registration fee
€200 materials approx.
€200 PLC Gov. levy (some exemptions apply)

Course completion is reliant on Garda Vetting process. LOETB reserves the right to refuse course admission and/or completion.

Leaving Certificate

Mature students are encouraged to sit the Leaving Certificate, as a springboard to third level education. This course is run as a two year programme in Abbeyleix Further Education and Training Centre.

Progression Options
Successful completion of this course facilitates the student when moving to further education. Students may progress to QQI Level 5 courses or to third level education.

Modules
English | Maths | Irish | History | Business | French | Art | Biology

Entry Requirements
Eligible for VTOS Programme, refer to page 63
All applicants are subject to interview.

Venue
Abbeyleix Further Education and Training Centre

Frequency
5 days per week, 2 years

Contact
Helen on 057 8731127 /
email h.kavanagh@loetb.ie

www.abbeyleixfec.ie

Fee
€100 non-refundable centre registration fee (VTOS programme)
### Advanced Art (QQI Level 6)

This one year full-time advanced certificate offers students the opportunity to further develop their creative talents, exploring a specialised range of creative subjects based on professional practice. Students 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 Grant for Art schemes, exhibitions, residencies etc.

**Progression Options** Completion of the Level 6 Art Major Award allows students to apply directly for advanced entry to 2nd year of the BA in Design (Ceramics) at Limerick I.T.

**Modules**
- Painting
- Drawing
- Ceramics
- Combined Materials
- Studio Practice
- Work Experience
- Communications
- Art Appreciation
- Fabric Manipulation

**Entry Requirements** Completion of QQI Level 5 Art, Craft and Design

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week

**Contact** Helen on 057 8731127 / email hkavanagh@loetb.ie

**Fee** €100 non-refundable centre registration;
€200 materials approx.;
€200 PLC Gov. levy (some exemptions apply)

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

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

**Progression Options** An agreement has been negotiated with Carlow IT to accept Abbeyleix FEC Level 6 Business students directly into the second year of a Business course leading to an Honours degree, subject to interview. Since September 2015 LIT Thurles are offering students advanced entry to Year 2 of selected Business courses. Advanced entry is subject to agreed entry requirements.


**Entry Requirements** QQI Level 5 Certificate in Business Administration

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week

**Contact** Helen on 057 8731127 / email hkavanagh@loetb.ie

**Fee** €100 non-refundable centre registration
€100 materials approx.
€200 PLC Gov. levy (some exemptions apply)
Computer Skills (QQI Level 2)

This course introduces the learner to basic use of a personal computer, including using a software package and introduction to Internet and Email.

**Venue** Banagher Further Education and Training Centre

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

**Contact** Marina on 057 9349424 / email momalley@loetb.ie

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

Give Maths a Go!

Courses in Maths help the learner to acquire a solid understanding of the basic concepts and language of Maths, and to apply this to everyday life. The emphasis is on exploration and discovery.

**Venue** Banagher Further Education and Training Centre

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

**Contact** Marina on 057 9349424 / email momalley@loetb.ie

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

English for Speakers of Other Languages (ESOL)

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** Banagher Further Education and Training Centre

**Frequency** 1 evening per week

**Contact** Marina on 057 9349424 / email momalley@loetb.ie

**Fee** €20

Hairdressing (QQI Level 3)

This course is an introduction to hairdressing and is an entry point for students who wish to complete their Junior & Senior Trades qualifications.

**Progression Options:** On successful completion of this programme, students can progress to Junior Trades qualifications in Hairdressing

**Venue** Banagher Further Education and Training Centre

**Frequency** 1 morning/afternoon per week

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

**Fee** €30

Internet & Email Skills (QQI Level 3)

This course will provide the learner with the necessary knowledge and tools to be able to go online to find information and send an email confidently.

**Venue** Banagher Further Education and Training Centre

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

**Contact** Marina on 057 9349424 / email momalley@loetb.ie

**Fee** There is no fee for this course.
**Word Processing (QQI Level 3)**

This course will provide the learner with the tools necessary to use some of the facilities and functions available in a word processing application to generate documents.

**Venue** Banagher Further Education and Training Centre

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

**Contact** Marina on 057 9349424 /
email momalley@loetb.ie

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

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**Office Administration (QQI Level 5)**

This one year full-time PLC course provides students with an introduction to all areas of business including customer service, business calculations and people management.

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

**Progression Options**
On successful completion of this programme, students can progress to the QQI Level 6 Advanced Certificate in Business Management. The full QQI Level 5 award facilitates entry, on a competitive basis, to a Higher Certificate in Business Studies in Athlone IT.

**Entry Requirements** Leaving Certificate or equivalent standard of education.

**Venue** Coláiste na Sionna (Banagher College)

**Frequency** 5 days per week

**Contact** 057 9151323 /
email admin@bccns.ie

**Fees** €200 PLC Government levy (some exemptions apply)
€200 non-refundable centre registration fee
€50 QQI certification fee (some exemptions apply)

**Subjects** Text Production | Microsoft Office Specialist | Information & Administration | Health and Safety at Work | Spreadsheet Methods | Communications | Internet | Work Experience
Sport, Recreation & Exercise (QQI Level 5)

This PLC course is designed for those students wishing to pursue a career in the sports / leisure / recreation industry.

**Job Options**
Holders of a QQI Level 5 Certificate in Sport and Recreation will have the necessary knowledge and skills for employment in the sports, recreation and leisure sector as gym/fitness instructors, personal trainers, sports coach, leisure attendants.

**Progression Options**
On successful completion of the full Level 5 QQI Award students can apply, on a competitive basis, for related third level courses through the Higher Education Links scheme or as a mature student.

**Subjects**
Sport and Recreation Studies | Communications | Work Experience | Exercise and Fitness | Leisure Facilities Administration | Sports Coaching | Spreadsheets | Occupational First Aid

**Entry Requirements**
Leaving Certificate or equivalent standard of education.

**Venue**
Coláiste na Sionna (Banagher College)

**Frequency**
5 days per week

**Contact**
057 9151323 / email admin@bccns.ie

**Fees**
€200 PLC Government levy (some exemptions apply)
€200 non-refundable centre registration fee
€50 QQI certification fee (some exemptions apply)

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Business Management (QQI Level 6)

This course is comparable to Year 1 of the Higher Certificate in Business offered by Athlone IT. It contains business knowledge and skills which form the basis for a career in industry, commerce or the public service.

**Job Options**
Holders of a QQI Level 6 Certificate in Business Management may pursue a career in accounting, banking, general business, insurance, marketing and administration.

**Progression Options**
On successful completion of this programme, students can apply to Athlone Institute of Technology for entry into the second year of their Higher Certificate in Business Management.

**Subjects**

**Entry Requirements**
Leaving Certificate or equivalent standard of education.

**Venue**
Coláiste na Sionna (Banagher College)

**Frequency**
5 days per week

**Contact**
057 9151323 / email admin@bccns.ie

**Fees**
€200 PLC Government levy (some exemptions apply)
€200 non-refundable centre registration fee
€50 QQI certification fee (some exemptions apply)
Youthreach Banagher

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 Banagher is open to young people aged 15-21 who have left school early, with few or no qualifications. Youthreach Banagher offers a range of courses at Levels 3 and 4.

Laois and Offaly Education & Training Board have developed an innovative approach to enhancing the progression options for Youthreach students.

**Ready to Progress Options**

1. **Employment Based Skillset:** This programme is designed to equip learners with the skills accredited and non-accredited modules e.g. Extended Work Experience, Career Preparation, Safe Pass, Manual Handling, Safe Food, First Aid. This would equip the student with the necessary skills to enter into employment.

2. **FET/HET Access Programme:** This option will prepare the learner for the transition to either PLC, Higher Education or Further Education.

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Hairdressing (Senior Trades)

This course provides students with intensive training in the advanced skills required for working in the hairdressing industry. Successful participants will gain a Senior Trades Qualification from the Department of Education and Skills.

**Job Options**

Holders of Senior Trade Hairdressing qualification will have the necessary skills for employment as a Senior Stylist.

**Progression Options**

On successful completion of this programme, students can apply to other institutions for further training.

**Subjects**

- Fashion Cutting & Styling
- Colour Selection & Consultations
- Work Experience
- Salon Health, Safety & Hygiene
- Colouring & Permanent Waving
- Care & Maintenance of Hairdressing
- Tools
- Personal Care & Presentation
- Customer Service

**Entry Requirements**

Students must be working in a hair salon and have completed their Junior Trades.

**Venue**

Banagher Further Education and Training Centre

**Frequency**

2 days per week (Tues & Wed)

**Contact**

Maura on 057 9349424 / email mburke@loetb.ie

**Fee**

€695

(Tuition cost €600, examination €95)

This course is based on a minimum of 12 participants
**Basic Computers**  |  **Part Time**
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This course introduces the learner to basic use of a personal computer, including using a software package and introduction to Internet and Email.

**Venue**
Birr Further Education and Training Centre

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

**Contact**
Marina on 057 9349424 / email momalley@loetb.ie

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

**Give Maths a Go!**  |  **Part Time**
---
Courses in Maths help the learner to acquire a solid understanding of the basic concepts and language of Maths, and to apply this to everyday life. The emphasis is on exploration and discovery.

**Venue**
Birr Further Education and Training Centre

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

**Contact**
Marina on 057 9349424 / email momalley@loetb.ie

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

**Literacy Classes**  |  **Part Time**
---
Courses in Reading and Writing help the learner to improve their everyday basic reading, writing and spelling skills.

**Venue**
Birr Further Education and Training Centre

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

**Contact**
Marina on 057 9349424 / email momalley@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 and in work related tasks at an elementary level in English.

**Venue**
Birr Further Education and Training Centre

**Frequency**
1 evening per week

**Contact**
Marina on 057 9349424 / email momalley@loetb.ie

**Fee**
€20

**Vocational Training Opportunity Scheme (VTOS)**  |  **Full Time**
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VTOS is a specific training programme for those aged 21 or over and who have been on Jobseekers Allowance for 6 months or more. VTOS Birr is a full-time programme, offering Leaving Certificate subjects and major QQI awards at Levels 4 and 5 over two years.

**Subjects**
**Junior Certificate**
English | Mathematics | History

**Leaving Certificate**
English | Mathematics | History

An additional range of QQI computer modules are offered from Level 3 to Level 5. Also included are various hobby courses such as Painting, Drawing and Crafts.

Outdoor Education components may also be offered, subject to demand.

**Venue**
Birr Further Education and Training Centre

**Frequency**
5 days per week, 2 years

**Contact**
Mervyn on 057 9121571 / email mgriffin@loetb.ie

**Fee**
No fees apply
**Youthreach Clara**

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 15-21 who have left school early and with few or no qualifications. Youthreach Clara offers a range of courses from Levels 3 & 4.

**Venue** Clara Further Education and Training Centre  
**Subjects** Range of subjects are outlined on page 64.

<table>
<thead>
<tr>
<th><strong>Basic Computers</strong></th>
<th><strong>Part Time</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This course introduces the learner to basic use of a personal computer, including using a software package and introduction to Internet and Email.</td>
<td></td>
</tr>
</tbody>
</table>

**Venue** Clara Family Resource Centre  
**Frequency** 1 morning per week  
**Contact** Alison on 057 9349424 / email amcevoy@loetb.ie  
**Fee** There is no fee for this course

<table>
<thead>
<tr>
<th><strong>Give Maths a Go!</strong></th>
<th><strong>Part Time</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses in Maths help the learner to acquire a solid understanding of the basic concepts and language of Maths, and to apply this to everyday life. The emphasis is on exploration and discovery.</td>
<td></td>
</tr>
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**Venue** Clara Family Resource Centre  
**Frequency** 1 morning per week  
**Contact** Alison on 057 9349424 / email amcevoy@loetb.ie  
**Fee** There is no fee for this course

<table>
<thead>
<tr>
<th><strong>Literacy Classes</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Courses in Reading and Writing help the learner to improve their everyday basic reading, writing and spelling skills.</td>
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**Venue** Clara Family Resource Centre  
**Frequency** 1 morning per week  
**Contact** Alison on 057 9349424 / email amcevoy@loetb.ie  
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**Contact** Alison on 057 9349424 / email amcevoy@loetb.ie  
**Fee** There is no fee for this course

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**Frequency** 1 morning per week  
**Contact** Alison on 057 9349424 / email amcevoy@loetb.ie  
**Fee** There is no fee for this course
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<td><strong>Venue</strong></td>
<td>Edenderry Further Education and Training Centre</td>
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<td><strong>Frequency</strong></td>
<td>1 morning or 1 afternoon per week</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Alison on 057 9349424 / email <a href="mailto:amcevoy@loetb.ie">amcevoy@loetb.ie</a></td>
</tr>
<tr>
<td><strong>Fee</strong></td>
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</tr>
</tbody>
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<td><strong>Contact</strong></td>
<td>Alison on 057 9349424 / email <a href="mailto:amcevoy@loetb.ie">amcevoy@loetb.ie</a></td>
</tr>
<tr>
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</table>

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<td></td>
</tr>
<tr>
<td><strong>Venue</strong></td>
<td>Edenderry Further Education and Training Centre and Edenderry Library</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>1 morning or 1 afternoon per week</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Alison on 057 9349424 / email <a href="mailto:amcevoy@loetb.ie">amcevoy@loetb.ie</a></td>
</tr>
<tr>
<td><strong>Fee</strong></td>
<td>There is no fee for this course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Consumer Awareness (QQI Level 3)</strong></th>
<th><strong>Part Time</strong></th>
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</thead>
<tbody>
<tr>
<td>To provide the learner with an understanding and ability to explore a range of issues concerning consumer entitlements and basic consumer law.</td>
<td></td>
</tr>
<tr>
<td><strong>Venue</strong></td>
<td>Edenderry Further Education and Training Centre</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>1 morning or 1 afternoon per week</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Alison on 057 9349424 / email <a href="mailto:amcevoy@loetb.ie">amcevoy@loetb.ie</a></td>
</tr>
<tr>
<td><strong>Fee</strong></td>
<td>There is no fee for this course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Internet &amp; Email Skills (QQI Level 3)</strong></th>
<th><strong>Part Time</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This course will provide the learner with the necessary knowledge and tools to be able to go online to find information and send an email confidently.</td>
<td></td>
</tr>
<tr>
<td><strong>Venue</strong></td>
<td>Oaklands Community College</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>1 morning or 1 evening per week</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Alison on 057 9349424 / email <a href="mailto:amcevoy@loetb.ie">amcevoy@loetb.ie</a></td>
</tr>
<tr>
<td><strong>Fee</strong></td>
<td>There is no fee for this course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>English for Speakers of Other Languages (ESOL)</strong></th>
<th><strong>Part Time</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>Venue</strong></td>
<td>Oaklands Community College.</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>1 evening or 1 day per week</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Alison on 057 9349424 / email <a href="mailto:amcevoy@loetb.ie">amcevoy@loetb.ie</a></td>
</tr>
<tr>
<td><strong>Fee</strong></td>
<td>€20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hairdressing (QQI Level 3)</strong></th>
<th><strong>Part Time</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is an introduction to hairdressing and is an entry point for students who wish to study for their Junior &amp; Senior Trades qualifications. <strong>Progression Options</strong>: On successful completion of this programme, students can progress to study for their Junior Trades in Hairdressing.</td>
<td></td>
</tr>
<tr>
<td><strong>Venue</strong></td>
<td>Edenderry Further Education and Training Centre</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>1 morning/afternoon per week</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Maura on 057 9349424 / email <a href="mailto:mburke@loetb.ie">mburke@loetb.ie</a></td>
</tr>
<tr>
<td><strong>Fee</strong></td>
<td>€30</td>
</tr>
</tbody>
</table>
EDENDERRY

**Retail Skills (QQI Level 3)**

This course aims to provide the learner with the ability to develop knowledge of the retail industry and employment opportunities within the sector.

**Venue** Edenderry Further Education and Training Centre

**Frequency** 1 morning or 1 afternoon per week (commence Sept. 2016)

**Contact** Alison on 057 9349424 / email amcevoy@loetb.ie

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

**Computer Applications (QQI Level 4)**

This course introduces students to computer graphics, spreadsheets and databases.

**Venue** Edenderry Further Education and Training Centre

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

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

**Fee** Contact the centre.

**Music Appreciation (QQI Level 3)**

This programme aims to provide the learner with the ability to listen to and actively appreciate music. It is designed to develop essential learning skills such as listening, recall, concentration and recognition.

**Venue** Youth Work Ireland Midlands, Acorn Centre, Edenderry

**Frequency** 1 evening per week (commence Sept. 2016)

**Contact** Maura Kearney on 046 9732854 or email mauراتamyets@gmail.com

Interviews will take place for this course.

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

**Nutrition & Healthy Options (QQI Level 3)**

This course provides an introduction to the knowledge and skills needed to prepare a limited range of nutritious meals and to provide special dietary needs.

**Venue** Oaklands Community College

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

**Contact** Alison on 057 9349424 / email amcevoy@loetb.ie

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

**Word Processing (QQI Level 3)**

This course will provide the learner with the tools necessary to use some of the facilities and functions available in a word processing application to generate documents.

**Venue** Oaklands Community College

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

**Contact** Alison on 057 9349424 / email amcevoy@loetb.ie

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

**Entrepreneurial Skills (QQI Level 4)**

This programme aims to provide an understanding of the world of entrepreneurship, exploring ideas and creating an awareness of the knowledge, skills and competence necessary for the aspiring entrepreneur.

**Venue** Youth Work Ireland Midlands, Acorn Centre, Edenderry

**Frequency** 1 morning per week (commence Sept. 2016)

**Contact** Maura Kearney on 046 9732854 or email mauراتamyets@gmail.com

Interviews will take place for this course.

**Fee** There is no fee for this course.
Information Technology Skills (QQI Level 4)

This course provides practical experience in data entry skills, word processing, file management and use of the internet.

**Venue** Edenderry Further Education and Training Centre

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

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

**Fee** Contact the centre.

Beauty Therapy (QQI Level 5)

The overall aim of the programme (5M3471) 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 and training.

**Modules offered in Tullamore late September 2016:**
- Anatomy & Physiology
- Communications | Personal Effectiveness |
- Work Experience (night)

**Modules offered in Youth Work Ireland Midlands, Edenderry:**
- Skincare, Eye Treatments and Make-Up January 2017
- Nutrition - April 2017

The additional 2 modules needed for the full Award in Beauty Therapy may be offered in September 2017 in Youth Work Ireland

**Midlands, Edenderry:**
- Manicure, Pedicure and Waxing
- Body Massage & Figure Analysis

**Entry Requirements** QCI Level 4 Certificate desirable - all applicants will be subject to an interview.

**Venue** Tullamore Further Education and Training Centre & Youth Work Ireland Midlands, Acorn Centre, Edenderry

**Frequency** 1-2 evenings per week

**Contact** Maura Kearney on 046 9732854 or email mauratamyets@gmail.com

**Fee** Please enquire with Maura Kearney

Business Administration (QQI Level 5)

This two year part-time course provides students with an introduction to all areas of business including customer service, payroll, bookkeeping and people management.

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

**Progression Options** On successful completion of this programme, students can progress to the QQI Level 6 Advanced Certificate in Business Management. The full QQI Level 5 award facilities entry, on a competitive basis, to a Higher Certificate in Business Studies in Athlone IT.


**Entry Requirements** Leaving Certificate or equivalent standard of education. Computer experience desirable.

**Venue** Edenderry Further Education and Training Centre

**Frequency** 2 mornings per week

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

**Fee** €100 non-refundable centre registration
Hairdressing (Junior Trades)

This one year course is designed to provide students with the essential knowledge and techniques necessary for professional hairdressing with related theory and science.

**Job Options** Holders of a Junior Trades Certificate in Hairdressing may seek employment in a salon as a Junior Stylist.

**Progression Options** On successful completion of this programme, students can apply to complete the Senior Trades Examinations.

**Subjects** Hairdressing Theory & Practice | Hairdressing Science | Work Experience | Customer Care

**Venue** Edenderry Further Education and Training Centre

**Frequency** 2 days per week (Mon & Tues).

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

**Fee** Professional Hairdressing Kit €200 approx. Book €50; Examination €95 approx.

Sound Production (QQI Level 5)

This programme (5M2149) aims to provide the learner with the specialised skills, knowledge and competence to work in a professional audio production environment.

**Modules offered in Tullamore late September 2016:**
Communications | Personal Effectiveness | Work Experience (night)

**Modules offered in Youth Work Ireland Midlands, Edenderry January 2017:**
- Event Production
- The additional modules needed for the full Award in Sound Production may be offered at a later date in Youth Work Ireland Midlands, Edenderry.
  - Sound Production
  - Music Technology
  - Desktop Publisher
  - Word Processing

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

**Venue** Tullamore Further Education and Training Centre & Youth Work Ireland Midlands, Acorn Centre, Edenderry

**Frequency** 1-2 evenings per week

**Contact** Maura Kearney on 046 9732854 or email muratamyets@gmail.com

**Fee** Please enquire with Maura Kearney
Youthreach Edenderry

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 Edenderry is open to young people aged 15-21 who have left school early and with few or no qualifications. Youthreach Edenderry offers a range of courses from Levels 3 & 4.

Venue Edenderry Further Education and Training Centre

Subjects Range of subjects are outlined on page 64.

Duration 1-3 years (full-time)

Contact Margaret on 046 9732091 / email msheridan@loetb.ie

Youthwork (QQI Level 5) Part Time

The overall aim of the programme (5M4732) 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. Please note 8 modules are required for the full award.

Modules offered in Tullamore late September 2016:
Communications | Personal Effectiveness | Work Experience

Modules offered in Youth Work Ireland Midlands, Edenderry October 2016:

Nutrition
Other modules needed for full award, these may be offered at a later date in Youth Work Ireland, Edenderry.
• Understanding Youthwork
• Young People and Society
• Working with Young People

• Social Studies
• Exercise and Fitness

Entry Requirements
QQI Level 4 Certificate desirable - all applicants will be subject to an interview.

Venue Tullamore Further Education and Training Centre & Youth Work Ireland Midlands, Acorn Centre, Edenderry

Frequency 1-2 evenings per week

Contact Maura Kearney on 046 9732854 or email mauratamyets@gmail.com

Fee Please enquire with Maura Kearney

Part Time
Night Classes

Oaklands Community College, St. Mary’s Road, Edenderry
For further information, please contact: Jolene Hall 057 9349424 / email jhall@loetb.ie

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COMMENCE</th>
<th>TIME</th>
<th>DAY</th>
<th>DURATION</th>
<th>FEE</th>
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</thead>
<tbody>
<tr>
<td><strong>Healthcare</strong></td>
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</tr>
<tr>
<td>Infection Prevention &amp; Control</td>
<td>Sept. ’16</td>
<td>6.45-9.45pm</td>
<td>Wed</td>
<td>14 weeks</td>
<td>€150</td>
</tr>
<tr>
<td>QQI Level 5</td>
<td></td>
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<tr>
<td>Care of the Older Person</td>
<td>Jan. ’17</td>
<td>6.45-9.45pm</td>
<td>Wed</td>
<td>14 weeks</td>
<td>€150</td>
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<td>QQI Level 5</td>
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<tr>
<td><strong>Childcare</strong></td>
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<tr>
<td>Early Childhood Education &amp; Play</td>
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<tr>
<td>Computers for Beginners</td>
<td>Sept. ’16</td>
<td>6.30-9.30pm</td>
<td>Wed</td>
<td>11 weeks</td>
<td>Free</td>
</tr>
<tr>
<td>QQI Level 5</td>
<td></td>
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<td>Wed</td>
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<td>Free</td>
</tr>
<tr>
<td><strong>General</strong></td>
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<tr>
<td>Safety at Work QQI Level 5</td>
<td>Sept. ’16</td>
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<td>Wed</td>
<td>10 weeks</td>
<td>Free</td>
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<td>Communications,</td>
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<td></td>
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<tr>
<td>Effectiveness QQI Level 5</td>
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**Enrolment Night:**
Wednesday September 7th, 2016
7:30pm – 8:30pm,
Oaklands Community College, Edenderry.

Course fees must be paid in full prior to course commencement. Fees are non-refundable.

Learners may be eligible for BTEI funding, contact the centre for further information.

**Course Commencement:**
September 2016.

**Note:** Courses are based on a minimum of 15 participants.
## Early Childhood Care and Education (QQI Level 5)  
**Part Time**

This one year course prepares students to work competently, safely and effectively with children aged 0-6 years in a variety of childcare settings.

**Progression Options**

If you have sufficient practical experience in childcare, you may progress to the QQI Level 6 Early Childhood Care and Education.

**Subjects**

- Child Development
- Early Childhood Education and Play
- Communications
- Child Health and Well Being
- Word Processing
- Children with Additional Needs
- Early Care and Education Practice
- Work Experience*

**Entry Requirements**

Leaving Certificate or equivalent standard of education. Mature students who do not have LC are also eligible to apply.

**Venue**

Mountmellick Further Education and Training Centre

**Frequency**

One year, Monday to Thursday: 9.30am-12.30pm three mornings and 1.00-4.00pm one afternoon (these time slots may change depending on the time-table in September)

**Contact**

Joe on 057 8624196 / email jthompson@loetb.ie

**Fee**

€100 non-refundable centre registration fee

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## Early Childhood Care and Education (QQI Level 6)  
**Part Time**

This course is specifically designed for people who wish to work in a supervisory capacity in a childcare environment or who wish to obtain an advanced knowledge of childcare studies.

**Progression Options**

On successful completion of this programme, students can apply to Third Level Institutions to complete a Bachelor Degree in Early Childhood Education as a mature student or under the Higher Education Links Scheme.

**Subjects**

- 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 Childcare. N.B. 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**

One year, Monday & Wednesday 1.00pm – 4.00pm, 10 Saturdays (total duration 30 weeks).

**Contact**

Joe on 057 8624196 / email jthompson@loetb.ie

**Fee**

€1,080

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*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.*
Youthreach Mountmellick

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 Mountmellick is open to young people aged 15-21 who have left school early and with few or no qualifications. Youthreach Mountmellick offers a range of courses at Level 3 & Level 4.

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<tr>
<th><strong>Venue</strong></th>
<th>Youthreach Mountmellick</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subjects</strong></td>
<td>Range of subjects are outlined on page 64</td>
</tr>
<tr>
<td><strong>Frequency</strong></td>
<td>1-3 years (full-time)</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>Joe on 057 8624196 or email <a href="mailto:jthompson@loetb.ie">jthompson@loetb.ie</a></td>
</tr>
</tbody>
</table>

Students on a trip to Delphi Resort, Leenane, Co. Galway.
General Learning (QQI Level 3)

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

**Progression Options** Further study at Level 4.

**Modules** Maths | IT | Communications

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

**Venue** Portarlington Further Education and Training Centre

**Frequency** 2 mornings per week, Mon & Tues, 9.30-12.30 (Oct-May)

**Contact** Kathleen on 057 8661338 / email kdunne@loetb.ie

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

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General Learning (QQI Level 4)

This course will provide the learner with the opportunity to develop skills to pursue a range of employment opportunities or to progress to further education and training.

**Progression Options**

On successful completion of this programme students can progress onto a QQI Level 5 course of their choice.

**Subjects** Communications | Maths (Levels 3 & 4) | IT Skills | Computer Applications | Business English | Personal Effectiveness | Digital Media | Reception Skills | Work Experience

**Entry Requirements** All applicants are subject to interview.

**Venue** Portarlington Further Education and Training Centre

**Frequency**

*Part-time:* 2 days per week (BTEI), 2 years OR

*Full-time:* 5 days per week (VTOS), 1 year

**Contact** Margaret on 057 8623161 / email mmorrin@loetb.ie / www.portarlingtonaec.ie

**Fee** Contact the centre.
Healthcare Support (QQI Level 5)

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.

**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.

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

**Entry Requirements**
Leaving Certificate or equivalent standard of education. All applicants are subject to an interview.

**Venue**
Portarlington Further Education and Training Centre

**Frequency**
Full-time: 5 days, 1 year (VTOS)
OR Part-time: 2 days, 2 years (BTEI)

**Contact**
Margaret on 057 8623161 / email mmorrin@loetb.ie
www.portarlingtonaec.ie

**Fee**
€100 non-refundable centre registration

* 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.
Leaving Certificate

Mature students are encouraged to sit the Leaving Certificate, as it is the springboard to third level education. This course is run as a two year programme in Portarlington Further Education and Training Centre.

Progression Options
Successful completion of this course facilitates the student when moving to further education. Students may progress to QQI Level 5 courses or to third level education.

Subjects
- English
- Maths
- Irish
- Business
- Economics
- Biology

Entry Requirements
Eligible for VTOS Programme. All applicants are subject to interview.

Venue
Portarlington Further Education and Training Centre

Frequency
- 5 days per week, 1 year

Contact
Margaret on 057 8623161 or email mmorrin@loetb.ie

Fee
€100 non-refundable centre registration

Office Administration (QQI Level 5)

The main aim of this course is to provide students with the skills and knowledge to effectively respond to everyday business situations. Students will be eligible to work in a wide range of business organisations upon completion of the course or further their education by applying for a Business course in any Third Level College in Ireland.

Progression Options
Students who successfully complete this course may apply to Third Level Institutes and Colleges through the QQI Higher Educations Links Scheme or take up employment in administration.

Subjects
- English
- Maths
- Irish
- Business
- Economics
- Biology

Entry Requirements
Leaving Certificate or equivalent standard of education. All applicants are subject to interview.

Venue
Portarlington Further Education and Training Centre

Frequency
- Part-time: 2 days per week (BTEI), 2 years
- Full-time: 5 days per week (VTOS), 1 year

Contact
Margaret on 057 8623161 / email mmorrin@loetb.ie

Fee
€100 non-refundable centre registration

Childcare Education and Training Support Programme (CETS)

To avail of the CETS childcare programme learners must be a current registered student of the Centre and satisfy the terms and conditions as outlined in the directory of childcare services for County Laois. Further information can be sought from www.laoischildcare.ie
Business (Medical Secretary/Payroll Assistant) (QQI Level 6)

The course provides students with the skills and knowledge to effectively respond to everyday business situations.

**Progression Options**
Students who successfully complete this full time year of study may apply for jobs in Customer Service Departments; Human Resource Departments and Payroll Departments. They may also progress to further studies in Higher Education and Training.

**Modules**
- Word Processing
- Customer Service Communications
- Payroll
- Human Resource
- Audio Typing
- Digital Marketing
- Work Experience

**Entry Requirements**
All applicants are subject to interview.

**Venue**
Portarlington Further Education and Training Centre

**Frequency**
Full-time: 5 days, 1 year (VTOS)

**Contact**
Margaret on 057 8623161 / email mmorrin@loetb.ie
www.portarlingtonaec.ie

**Fee**
€100 non-refundable centre registration

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**Professional Qualification: Accounting Technicians Ireland**

Portarlington Further Education and Training Centre is an approved Partner of Accounting Technicians Ireland. The Centre is also a Sage Certified Training Place in conjunction with The Accounting Technicians Ireland Approved Partner Programme. One of our First Year students has achieved 5th place in Ireland in the Year 1 Summer Examinations 2015.

The Accounting Technicians Ireland qualifications is your passport to a rewarding career in accountancy or business. You can obtain this professional qualification is as little as two years.

**Year 1 - Award: Certificate in Accounting**
The four subjects in Year 1 give students a solid foundation of business and accounting.

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

**Year 2 - Award: Diploma in Accounting plus 2 years work experience**
Graduates of the 2nd year course may gain exemption to Year 3 of the Bachelor of Business Studies (Accountancy) part time course accredited by the Institute Public Administration, a registered college of University College Dublin.

**Subjects**
- Advance Financial Accounting
- Advance Taxation
- Management Accounting
- Integrated Accounting Systems

**Entry Requirements**
Leaving Certificate or equivalent standard of education. All entry is subject to interview.

**Progression Options**
Graduates who pass Year 2 examinations together with 2 years relevant work experience will be awarded with a Diploma in Accounting.

Technicians Ireland’s qualification provides a distinct advantage in the market place. It is seen by many employers as essential when they are hiring. Further Study/Chartered Accounts Ireland/Other Professional Bodies and Higher Education.

**Important**
Self employed individuals in County Laois may apply for grant aid for the first year of the course. Grants must be applied in October of the academic year 2016/17.

**Venue**
Portarlington Further Education and Training Centre

**Frequency**
2 years full time, 3 days class work, 2 days work experience

**Contact**
Margaret on 057 8623161 / email mmorrin@loetb.ie
www.portarlingtonaec.ie

**Fee**
€100 non-refundable centre registration (VTOS Programme), additional exam, books, registration fees will also apply with ATI - www.accountingtechnicianireland.ie
### Basic Computers
This course introduces the learner to basic use of a personal computer, including using a software package and introduction to Internet and Email.

**Venue** Portlaoise Further Education and Training Centre  
**Frequency** 1 morning/afternoon/evening per week  
**Contact** Kathleen on 057 8661338 / email kdunne@loetb.ie  
**Fee** There is no fee for this course.

### Give Maths a Go!
Courses in Maths help the learner to acquire a solid understanding of the basic concepts and language of Maths, and to apply this to everyday life. The emphasis is on exploration and discovery.

**Venue** Portlaoise Further Education and Training Centre  
**Frequency** 1 morning/afternoon/evening per week  
**Contact** Kathleen on 057 8661338 / email kdunne@loetb.ie  
**Fee** There is no fee for this course.

### Communications (QQI Level 3)
This course will help the learner to communicate effectively in either a social or employment setting.

**Venue** Portlaoise Further Education and Training Centre  
**Frequency** 1 morning or 1 afternoon per week  
**Contact** Kathleen on 057 8661338 / email kdunne@loetb.ie  
**Fee** There is no fee for this course.

### English for Speakers of Other Languages (ESOL)
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** Portlaoise Further Education and Training Centre  
**Frequency** 1 morning or 1 evening per week  
**Contact** Kathleen on 057 8661338 / email kdunne@loetb.ie  
**Fee** €20

### Give Maths a Go!
Courses in Maths help the learner to acquire a solid understanding of the basic concepts and language of Maths, and to apply this to everyday life. The emphasis is on exploration and discovery.

**Venue** Portlaoise Further Education and Training Centre  
**Frequency** 1 morning/afternoon/evening per week  
**Contact** Kathleen on 057 8661338 / email kdunne@loetb.ie  
**Fee** There is no fee for this course.

### Communications (QQI Level 3)
This course will help the learner to communicate effectively in either a social or employment setting.

**Venue** Portlaoise Further Education and Training Centre  
**Frequency** 1 morning or 1 afternoon per week  
**Contact** Kathleen on 057 8661338 / email kdunne@loetb.ie  
**Fee** There is no fee for this course.

### Computer Courses (QQI Level 3)
After completing an introductory computer course, students can avail of accredited Level 3 IT courses in Internet Skills, Word Processing, Digital Media, Computer Literacy and Spreadsheets. Our IT tutors will advise students what is the best module for them to undertake.

**Venue** Portlaoise Further Education and Training Centre  
**Frequency** 1 morning/afternoon/evening per week  
**Contact** Kathleen on 057 8661338 / email kdunne@loetb.ie  
**Fee** There is no fee for these IT courses.
Employability Skills (QCI Level 3)

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

**Progression Options**
Employment Skills Level 4

**Subjects** Career Planning | IT Skills | Maths | Communications

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

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 2 days per week

**Contact** Kathleen on 057 8661338 / email kdunne@loetb.ie

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

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Maths (QCI Level 3 & 4)

This course will provide the learner with the confidence to use mathematical concepts and relationships to solve real life mathematical problems that can be experienced in their personal life, educational life and work life.

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 morning per week

**Contact** Kathleen on 057 8661338 / email kdunne@loetb.ie

**Fee** Contact the centre.

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Junior Certificate in English

This course is for adults who want to achieve Junior Certificate English. It covers poetry, prose and essay writing etc.

**Venue** Portlaoise Further Education and Training Centre

**Frequency** Morning, 2.5 hours per week.

**Contact** Kathleen on 057 8661338 / email kdunne@loetb.ie

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

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Retail Skills (QCI Level 3)

This course aims to provide the learner with the ability to develop knowledge of the retail industry and employment opportunities in the sector.

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 morning per week

**Contact** Kathleen on 057 8661338 / email kdunne@loetb.ie

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

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Cambridge First Certificate in English

This course will begin in September 2016 and will provide comprehensive preparation and practice for all four papers.

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 night per week (70 hours)

**Contact** Teresa on 057 8661890 / email tmcevoy@loetb.ie

**Fee** €430 (excluding exam fees)
Employment Skills (QQI Level 4)

This course is an entry point for adults who have completed the Junior Certificate and wish to achieve a full QQI Level 4 Award but have not completed their Leaving Certificate.

**Subjects:** Career Planning | IT Skills | Maths | Customer Service | Work Experience | Personal Effectiveness | Workplace Health & Safety | Communications

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 2 days, 9.30-4.30

**Contact** Carmel on 057 8672963 / email choolan@loetb.ie

**Fee** Contact the centre.

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Leaving Certificate English

This course will provide the learner with the necessary knowledge to sit their Leaving Certificate examination in English in June 2017.

**Venue** Portlaoise Further Education and Training Centre

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

**Contact** Kathleen on 057 8661338 / email kdunne@loetb.ie

**Fee** There is no fee for this course.
Portlaoise Further Education and Training Centre, Tower Hill

**For further information, please contact:** Teresa McEvoy, 057 8661890 / tmcevoy@loetb.ie

### Night Classes

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COMMENCE</th>
<th>TIME</th>
<th>DAY</th>
<th>DURATION</th>
<th>FEE</th>
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<tr>
<td><strong>Childcare</strong></td>
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<tr>
<td>Special Needs Assisting, QQI Level 5</td>
<td>Sept. '16</td>
<td>6.30-9.30pm</td>
<td>Wed</td>
<td>14 weeks</td>
<td>€150</td>
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<tr>
<td>Special Needs Assisting, QQI Level 6 (Students must have completed SNA at QQI Level 5 prior to commencement)</td>
<td>Jan. '17</td>
<td>6.30-9.30pm</td>
<td>Wed</td>
<td>14 weeks</td>
<td>€220</td>
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<td><strong>Healthcare</strong></td>
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<tr>
<td>Infection Prevention &amp; Control, QQI Level 5</td>
<td>Sept. '16</td>
<td>6.30-9.30pm</td>
<td>Mon</td>
<td>14 weeks</td>
<td>€150</td>
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<tr>
<td>Care of the Older Person, QQI Level 5</td>
<td>Sept. '16</td>
<td>6.30-9.30pm</td>
<td>Wed</td>
<td>14 weeks</td>
<td>€150</td>
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<tr>
<td>Care Skills QQI Level 5</td>
<td>Jan. '17</td>
<td>6.30-9.30pm</td>
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<tr>
<td>Care Support QQI Level 5</td>
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<td><strong>Business &amp; Computers</strong></td>
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<tr>
<td>Information &amp; Technology Skills QQI Level 4</td>
<td>Sept. '16</td>
<td>7.00-9.30pm</td>
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<tr>
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<td>7.00-9.30pm</td>
<td>Mon</td>
<td>14 weeks</td>
<td>€150</td>
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<td>Payroll Manual &amp; Computerised, QQI Level 5</td>
<td>Jan. '17</td>
<td>6.30-9.30pm</td>
<td>Wed</td>
<td>14 weeks</td>
<td>€150</td>
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**Enrolment Night:**
Monday September 5th, 2016 7:30pm – 8:30pm, Portlaoise Further Education Centre, Tower Hill, Portlaoise. Course fees must be paid in full prior to course commencement. Fees are non-refundable. Learners may be eligible for BTEI funding, contact the centre for further information.

**Course Commencement:**
Week of September 12th 2016.

**Note:** Courses are based on a minimum of 15 participants.
Certificate in Applied Science - Forensics (QQI Level 5)

Forensic scientists study crime scenes, run scientific tests and provide impartial evidence to be used in a court of law. They employ cutting-edge technology and scientific theory to search for clues and aid police investigations. This PLC course is delivered through a unique blend of practical and theory based classes. As well as developing a grounding in science students will also develop team work, effective communication, analytical and problem solving skills. Paving the way for further studies careers in laboratories or An Garda Síochána and The Defence Forces.

Modules
- Biology/Chemistry
- Communications
- Criminal Law
- Criminology
- Laboratory Skills
- Mathematics/Microbiology
- Work Experience
- Forensics

* Modules subject to change

Entry Requirements
Leaving Certificate or equivalent standard of education

Venue
Portlaoise Institute of Further Education

Frequency 5 days per week

Contact Mary Marum on 057 8621480 / email pife@portlaoisecollege.ie

Fee PLC fees are outlined on page 65.

Certificate in Applied Social Studies (QQI Level 5)

This PLC course is designed to enable students to develop personal qualities, knowledge, skills and academic qualifications required for careers in youth and community work, social work, pastoral care, care provision and teaching.

Progression Options
Successful QQI Level 5 Award holders may apply for places in Third Level Colleges, to further their education. Students are eligible to apply for the Advanced Certificate in Community Development in Portlaoise College.

Modules
- Psychology
- Social Studies
- Intercultural Studies
- Legal Practice and Procedures
- Care Support
- Communications
- Human Growth and Development

Entry Requirements
Leaving Certificate or equivalent standard of education

Venue
Portlaoise Institute of Further Education

Frequency 5 days per week

Contact Patrick Travers on 057 8621480 / email pife@portlaoisecollege.ie

Fee PLC fees are outlined on page 65.

Certificate in Business Administration - Clerical (QQI Level 5)

The main aim of this PLC course is to provide students with the skills and knowledge to effectively respond to everyday business situations. Students will be eligible to work in a wide range of business organisations upon completion of the course or further their education by applying for a Business related course in any Third Level College in Ireland.

Progression Options
Students who successfully complete this course may apply to Third Level Institutes and Colleges through the QQI Higher Education Links Scheme.

Modules
- Accounting Manual & Computerised
- Applied Economics
- Marketing Practice
- 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 of Further Education

Frequency 5 days per week

Contact Mary Ahearn on 057 8621480 / email pife@portlaoisecollege.ie

Fee PLC fees are outlined on page 65.
Certificate in Childhood Studies with Special Needs Assistant (QQI Level 5)

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, e.g. Universities and Institutes of Technology, to further their education. Students may also progress onto the Advanced Certificate in Supervision in Childcare – QQI Level 6.

**Modules**
Child Development | Early Care and Education Practice | Early Childhood Education and Play | Child Health and Well Being | Work Experience | Customer Service | Creative Arts for Early Childhood | Special Needs Assisting | Word Processing

**Entry Requirements** Leaving Certificate or equivalent standard of education

**Venue**
Portlaoise Institute of Further Education

**Frequency** 5 days per week

* Course completion is reliant on Garda Vetting Process.
Laosie and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.

Contact Sandra Duggan on 057 8621480 / email pife@portlaoisecollege.ie

Fee PLC fees are outlined on page 65.

Certificate in Computer Science (QQI Level 5)

This one year PLC course is designed to enable students gain a broad understanding of Information Technology. It is aimed at students of Leaving Certificate standard and leads to a Certificate in Software Development QQI Level 5.

**Progression Options**
Students who successfully complete this course may gain entry to Third Level Institutes and Colleges through the QQI Higher Education Links Scheme or on the basis of mature student status.

**Modules**
Computer Programming | Software Architecture | Communications | Work Experience | Database Methods | Web Authoring | Programming Design Principles | Software Testing | Maths for STEM

**Entry Requirements**
Leaving Certificate or equivalent standard of education

**Venue**
Portlaoise Institute of Further Education

**Frequency** 5 days per week

Contact Darren Stones on 057 8621480 / email pife@portlaoisecollege.ie

Fee PLC fees are outlined on page 65.
Certificate in Digital Creative Media (QQI Level 5) Full Time

Have you an interest in digital media? Would you like to broaden your creative computer skills? Digital creative media with animation is the course for you. This PLC course enables you to correctly use a digital camera and all the settings, and to access Photoshop cs6 and edit images and designs to the highest standard. You will work with animation, storyboarding, stop motion, claymation and so on. You will also learn a broad range of drawing skills.

Progression Options
Students who successfully complete this course will be prepared for courses in AIT, IADT, Clonmel LIT, CIT, etc.

Modules
- Script Writing
- Computer Illustrated Graphics
- Personal Effectiveness
- Work Experience
- Digital Photography
- Graphic Design
- Image Processing
- Photoshop
- Drawing

* Modules subject to change

Entry Requirements
Leaving Certificate or equivalent standard of education

Venue
Portlaoise Institute of Further Education

Frequency 5 days per week

Contact
Aileen Phelan on 057 8621480 / email pife@portlaoisecollege.ie

Fee
PLC fees are outlined on page 65.

Certificate in Hairdressing (QQI Level 5) Full Time

This one year intensive course is designed to provide students with the techniques and knowledge required to gain recognised qualifications, as well as enhance their career opportunities in a salon environment.

Progression Options
Students who successfully complete this Course can pursue further study and will have the skills necessary to pursue an apprenticeship in Hairdressing.

Modules
- Hairdressing Theory and Practical Experience
- Hairdressing Science
- Customer Service
- Safety & Health at Work
- Work Experience
- Word Processing
- Reception Skills
- Indian Head Massage.

Entry Requirements
Leaving Certificate or equivalent standard of education.

Venue
Portlaoise Institute of Further Education

Frequency 5 days per week

Contact
Julia Mullaly on 057 8621480 / email pife@portlaoisecollege.ie

Fee
PLC fees apply (see page 65), plus materials €680 approx.

This course is based on a minimum of 12 participants
Certificate in Health & Fitness Leisure Management (QQI Level 5)

This one year PLC 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, which will enable the student to gain employment in the industry or provide a stepping stone to progress to higher studies through QQI.

**Progression Options** Students are eligible to apply for places on a wide range of Higher Certificate and Degree Courses through the QQI Higher Education Link Scheme, in areas including Sport & Recreation, Health & Fitness, Sport Coaching, Leisure Management and Physical Education.

**Modules** Exercise and Fitness | Sport and Recreation Studies | Personal Effectiveness | Work Experience | Occupational First Aid | Leisure Facility Administration | Sport | Anatomy & Physiology | Nutrition | Massage | Team Working | Word Processing

**Entry Requirements** Leaving Certificate or equivalent standard of education

**Venue** Portlaoise Institute of Further Education

**Frequency** 5 days per week

**Contact** Sandra Molloy on 057 8621480 / email pife@portlaoisecollege.ie

**Fee** PLC fees are outlined on page 65.

Certificate in Healthcare Assistant/Support (QQI Level 5)

To respond to the growing demand in our community for skilled care workers, this PLC 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.

**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 | Customer Service | Work Experience | Infection Prevention and Control | Care of the Older Person | Palliative Care Support | Word Processing

**Entry Requirements** Leaving Certificate or equivalent standard of education

**Venue** Portlaoise Institute of Further Education

**Frequency** 5 days per week

**Contact** Breda Ladd on 057 8621480 / email pife@portlaoisecollege.ie

**Fee** PLC fees are outlined on page 65.

* 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.
Certificate in Nursing Studies (QCI Level 5)

This course aims to provide the student with the necessary knowledge and experience to continue on to a nursing career at third level. It will provide students 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 to further their education.

Modules
- Anatomy and Physiology
- Human Growth and Development
- Nursing Theory & Practice
- Care Skills
- Care of the Older Person
- Customer Service
- Infection Prevention and Control
- Word Processing
- Work Experience

Entry Requirements
Leaving Certificate or equivalent standard of education.

Venue
Portlaoise Institute of Further Education

Frequency
5 days per week

Contact
Dolores O’Brien on 057 8621480 / email pife@portlaoisecollege.ie

Fee
PLC fees are outlined on page 65.

Certificate in Security Studies with Criminology (QCI Level 5)

This one year PLC course leading to a QCI Level 5 Certificate in Security Studies is designed to prepare students for employment in the highly specialised security industry. It will also benefit those seeking to set up their own security business.

Modules
- Security Industry Procedures
- Legal Practice and Procedures
- Safety & Health at Work
- Criminology
- Customer Service
- Door Security Procedures
- Word Processing
- Work Experience
- Guarding Skills and Door Security Skills
- Business Administration
- Retail Security

Entry Requirements
Leaving Certificate or equivalent standard of education

Venue
Portlaoise Institute of Further Education

Frequency
5 days per week

Contact
Keith McClearn on 057 8621480 / email pife@portlaoisecollege.ie

Fee
PLC fees are outlined on page 65.
Diploma in Beauty Therapy

This is a 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. Students will work with the Professional Skin Care range Dermalogica.

Diploma in Beauty Therapy

YEAR 1

Modules
- Skincare and Eye Treatments
- Manicure/Pedicure
- Facial Electrical Treatments
- Waxing
- Hair structure
- Makeup
- Hygiene
- Professional Conduct and Business Awareness
- Anatomy & Physiology
- Cosmetic Chemistry

Fee Year 1: PLC fees €400, plus materials €1,600 (approx.)

Awards
Having successfully completed Year 1 students will receive the following awards:
- Diploma in Beauty Specialists – ITEC, CIBTAC Award,
- Diploma in Facial Electrical Treatments – ITEC, CIBTAC Award

Advanced Diploma in Beauty Therapy

YEAR 2

Modules
- Skincare and Eye Treatments
- Manicure/Pedicure
- Facial Electrical Treatments
- Waxing
- Hair structure
- Makeup
- Hygiene
- Professional Conduct and Business Awareness
- Anatomy & Physiology
- Cosmetic Chemistry

Fee Year 2: PLC fees €400, plus materials €1,200 (approx.)

Awards
Having successfully completed Year 2 students will receive:
- Diploma in Body Treatments – ITEC, CIBTAC Award

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 of Further Education

Frequency
5 days per week (2 days work placement)

Contact
Doireann Burke on 057 8621480 / email pife@portlaoisecollege.ie

We are proud to announce that we are working towards CIDESCO accreditation which entitles us to offer students the opportunity of sitting the CIDESCO International Examination.
**Advanced Certificate in Hairdressing**

This course provides students with intensive training in the advanced skills required for working in the hairdressing industry. Successful participants will gain a Senior Trade Qualification from the Department of Education and Skills and an ITEC qualification also.

**Job Options**

Holders of Senior Trade Hairdressing qualification will have the necessary skills for employment as a Senior Stylist.

**Progression Options**

On successful completion of this programme, students can apply to other institutions for further training.

**Modules**

- Fashion Cutting & Styling
- Colour Selection & Consultations
- Work Experience
- Salon Health, Safety & Hygiene
- Colouring & Permanent Waving
- Care & Maintenance of Hairdressing Tools
- Personal Care & Presentation
- Customer Service
- Hairdressing Science
- Hairdressing Theory & Practice
- Indian Head Massage
- Barbering Techniques
- Start Your Own Business

**Entry Requirements**

Applicants must have successfully completed Junior Trades examination.

**Venue**

Portlaoise Institute of Further Education

**Frequency**

3 days per week plus 2 days work placement

**Contact**

Julia Mullaly on 057 8621480 / email pife@portlaoisecollege.ie

**Fee**

PLC fees apply (see page 65), plus materials €530 approx.

This course is based on a minimum of 12 participants.

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**Advanced Certificate Personal Training & Leisure Specialist Award (QQI Level 6)**

This Level 6 award aims to give graduates an advanced level of knowledge and sought after industry qualifications. The course will run over three days per week with a further two days spent in an industry based work placement. Students who possess a fitness instruction qualification will have the opportunity to attain the ITEC Certificate in Personal Training, while those who enter without a fitness qualification will be offered the ITEC Certificate in Gym Based Exercise.

**Progression Options**

Students are eligible to apply for places on a wide range of Higher Certificate and Degree Courses through the QQI Higher Education Link Scheme, in areas including Sport & Recreation, Health & Fitness, Sport Coaching, Leisure Management and Physical Education.

**Modules**

- Sports Industry Practice
- Communications
- Work Experience
- Health Promotion/Sports Nutrition
- Sport Psychology
- Event Management
- Personal Training
- Fitness Instruction Studies
- Exercise & Fitness

**Entry Requirements**

Applicants must have successfully completed a relevant course at QQI Level 5

**Venue**

Portlaoise Institute of Further Education

**Frequency**

3 days per week, plus 2 days placement

**Contact**

Sandra Molloy on 057 8621480 / email pife@portlaoisecollege.ie

**Fee**

PLC fees are outlined on page 65.

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* Course completion is reliant on Garda Vetting Process.

Laos and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.
Social Care workers support some of society’s most vulnerable people. It’s immensely challenging but rewarding work requiring a high level of motivation and commitment. Formal qualifications are now a necessity in this area of work. The Advanced Certificate in Social, Health and Community Studies is designed to provide an understanding of the many roles of a Social Care Worker. The main objective of the course is to develop the learner’s knowledge and skills in the area of Social Care.

**Modules**
- Rehabilitation Practice
- Disability Awareness
- Person Centred Planning
- Personal and Professional Development
- Communications
- Mental Health Awareness
- Learning Difficulty Awareness
- The remaining credit value of 15 credits can be used from level 5.

*Modules subject to change*

**Entry Requirements**
Applicants must have successfully completed a Level 5 in a relevant course.

**Venue**
Portlaoise Institute of Further Education

**Frequency**
3 days per week + 2 days Work Placement

**Contact**
Patrick Travers on 057 8621480 / email pife@portlaoisecollege.ie

**Fee**
PLC fees are outlined on page 65.

*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.*
# Bachelor of Arts (QQI Level 7)  
**Applied Early Childhood Education & Care**

In order to obtain higher capitation from the Department of Children & Youth Affairs a service must be able to show that all the required Pre-school Leaders hold a major award at Level 7 and have at least 3 years’ experience in the childcare sector. This Award will incentivise the sector to continue to upskill and deliver a professional service in the Early Year’s sector.

**Modules**  
- Pedagogy & Curriculum  
- Philosophy in Early Childhood  
- Outdoor & After School Education & Care  
- The Psychology of Children & Childhood  
- Children’s Literature in Early Childhood  
- Work based learning  
- Literacy, Numeracy, Science & Technology in Early Childhood Education & Care

**Entry Requirements**  
Applicants must hold a full QQI Level 6 qualification in Childcare and have at least 3 years full-time practice experience. All applicants will be considered on a case by case basis and will be subject to Garda Vetting.

**Awarded by** Institute of Technology Carlow  
**Venue** Portlaoise Institute of Further Education  
**Frequency** 1 year, 2 nights per week - 7pm to 10pm, with some Saturdays throughout the year.  
**Contact** Patricia Cullen on 057 8621480 / email pife@portlaoisecollege.ie  
**Fee** Contact the centre directly for list of fees.

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# Youthreach Portlaoise

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 Portlaoise is open to young people aged 15-21 who have left school early and have few or no qualifications. Youthreach Portlaoise offers a part time programme called pre Youthreach at QQI Level 2 and a range of full time courses at Level 3 & 4.

**Venue** Portlaoise Youth Education Centre, Railway Street  
**Subjects** Range of subjects are outlined on page 64.  
**Frequency** 1-3 years  
**Contact** Anne on 057 8681005 / email amalone@loetb.ie

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Links to 3rd Level

Part Time

Full Time

Modules may be subject to change. Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.
### Basic Computers

This course introduces the learner to basic use of a personal computer, including using a software package and introduction to Internet and Email.

**Venue** Tullamore Further Education and Training Centre  
**Frequency** 1 morning or 1 evening per week  
**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie  
**Fee** There is no fee for this course.

### English Language for Au Pairs

Practise and improve your English in a communicative setting and make new friends.

**Venue** Tullamore Further Education and Training Centre  
**Frequency** 1 evening per week, 3 hours (12 weeks)  
**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie  
**Fee** €200

### English as a Second Language (ESOL)

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** Tullamore Further Education and Training Centre  
**Frequency** 1 morning or 1 evening per week  
**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie  
**Fee** €20

### Give Maths a Go!

Courses in Maths help the learner to acquire a solid understanding of the basic concepts and language of Maths, and to apply this to everyday life. The emphasis is on exploration and discovery.

**Venue** Tullamore Further Education and Training Centre  
**Frequency** 1 morning or 1 afternoon per week  
**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie  
**Fee** There is no fee for this course.

### Literacy Classes

Courses in Reading and Writing help the learner to improve their everyday basic reading, writing and spelling skills.

**Venue** Tullamore Further Education and Training Centre  
**Frequency** 1 morning or 1 evening per week  
**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie  
**Fee** There is no fee for this course.

### Art & Design (QQI Level 3)

This course explores different aspects of the visual arts, including use of different tools and media, communicating ideas visually, developing creativity and solving design problems.

**Venue** Tullamore Further Education and Training Centre  
**Frequency** 1 morning or 1 evening per week  
**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie  
**Fee** There is no fee for this course.
### Career Preparation (QQI Level 3)

This course provides the Learner with the personal knowledge, skills and capacity to search for suitable employment and to understand and work well in the workplace environment.

**Venue** Tullamore Further Education and Training Centre  
**Frequency** 3 days per week  
**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie  
**Fee** There is no fee for this course.

### Communications (QQI Level 3)

This course will help the learner to communicate effectively in either a social or employment setting.

**Venue** Tullamore Further Education and Training Centre  
**Frequency** 1 morning or 1 afternoon per week  
**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie  
**Fee** There is no fee for this course.

### Consumer Awareness (QQI Level 3)

To provide the learner with an understanding and ability to explore a range of issues concerning consumer entitlements and basic consumer law.

**Venue** Tullamore Further Education and Training Centre  
**Frequency** 1 morning or 1 afternoon per week  
**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie  
**Fee** There is no fee for this course.

### Digital Media (QQI Level 3)

This course aims to provide the learner with the ability to use various digital media devices.

**Venue** Tullamore Further Education and Training Centre  
**Frequency** 1 morning or 1 afternoon per week  
**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie  
**Fee** There is no fee for this course.

### Internet & Email Skills (QQI Level 3)

This course will provide the learner with the necessary knowledge and tools to be able to go online to find information and send an email confidently.

**Venue** Tullamore Further Education and Training Centre  
**Frequency** 1 morning or 1 evening per week  
**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie  
**Fee** There is no fee for this course.

### Junior Certificate Maths

This course will provide the learner with the necessary knowledge to sit their Junior Certificate examination in Maths in June 2017.

**Venue** Tullamore Further Education and Training Centre  
**Frequency** 1 morning or 1 afternoon per week  
**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie  
**Fee** There is no fee for this course.
**Maths (QQI Level 3 & 4)**

This course will provide the learner with the confidence to use mathematical concepts and relationships to solve real life mathematical problems that can be experienced in their personal, educational and work life.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning per week

**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

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

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**Personal Development (QQI Level 3)**

This course will provide the learner with the knowledge, skill and competence to interact constructively with people from a position of self awareness and social sensitivity.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning per week

**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

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

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**Retail Skills (QQI Level 3)**

This course aims to provide the learner with the ability to develop knowledge of the retail industry and employment opportunities in the sector.

**Venue** Tullamore Further Education and Training Centre

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

**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

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

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**Science & Engineering Skills (QQI Level 3)**

The aim of this programme is to provide learners with an introduction to a Science/Engineering skills programme at the level that will best suit their ability.

**Modules** Maths | Technical Drawing | Physics | Chemistry | Health & Safety Awareness | Personal Effectiveness.

**Venue** Tullamore Further Education and Training Centre

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

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

**Fee** Contact the centre.

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**Word Processing (QQI Level 3)**

This course will provide the learner with the tools necessary to use some of the facilities and functions available in a word processing application to generate documents.

**Venue** Tullamore Further Education and Training Centre

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

**Contact** Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

**Fee** There is no fee for this course.
Computer Applications (QQI Level 4)  
This course introduces students to computer graphics, spreadsheets and databases.  

**Venue** Tullamore Further Education and Training Centre  
**Frequency** 1 morning per week for 12 weeks  
**Contact** Maura on 057 9349424 / email mburke@loetb.ie  
**Fee** Contact the centre.

Information Technology Skills (QQI Level 4)  
This course provides practical experience in data entry skills, word processing, file management and use of the internet.  

**Venue** Tullamore Further Education and Training Centre  
**Frequency** 1 morning per week for 12 weeks  
**Contact** Maura on 057 9349424 / email mburke@loetb.ie  
**Fee** Contact the centre.

Employment Skills (QQI Level 4)  
This course is the entry point for students who have completed their Junior Certificate and who wish to progress to a full award at QQI Level 5 but have not completed their Leaving Certificate.  

**Progression Options**  
On successful completion of this programme, students can progress onto a QQI Level 5 course of their choice.  

**Subjects**  
Career Preparation | IT Skills | Maths | Communications | Workplace Safety | Customer Service | Work Experience | Personal Effectiveness  

**Venue** Tullamore Further Education and Training Centre  
**Frequency** 3 mornings/afternoons per week  
**Contact** Maura on 057 9349424 / email mburke@loetb.ie  
**Fee** Contact the centre.
This one year PLC course is a foundation for students who wish to pursue further studies in Science in a Third Level Institution or who require a Science subject or Mathematics to progress to Third Level Education. In 2015, 75% of students progressed to Athlone IT following completion of this course.

**Job Options**
Holders of a QQI Level 5 Certificate in Applied Science (Laboratory Techniques) will have the necessary knowledge and skills for employment in many work environments including the food and pharmaceutical industry.

**Progression Options**
On successful completion of this programme, students can apply to Athlone Institute of Technology for entry to the Higher Certificate in Science (Bioscience/Chemistry), Bachelor of Science in Biotechnology, Bachelor of Science in Toxicology. Students can also apply to other Third Level Institutions under the Higher Education Links Scheme or as a mature student.

**Subjects**
Laboratory Techniques | Physics | Microbiology | Chemistry | Personal Effectiveness | Work Experience | Mathematics | Safety & Health at Work

**Entry Requirements**
Leaving Certificate or equivalent standard of education. All applicants are subject to interview.

**Venue**
Tullamore Further Education and Training Centre

**Frequency:** 5 days per week.

**Contact**
Elaine on 057 9349444 or email tullamoreplc@loetb.ie

**Fees**
- €200 PLC Government Levy (some exemptions apply)
- €200 Registration Fee
- €50 QQI Certification Fee (some exemptions apply)

Learners may be entitled to Back to Education Allowance.

All fees must be paid before commencement of the programme.
**Business Studies (QQI Level 5)**

This one year part-time course provides students with an introduction to all areas of business including customer service, business calculations and people management.

**Job 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.

**Progression Options**

On successful completion of this programme, students can progress to the QQI Level 6 Advanced Certificate in Business Management. The full QQI Level 5 award facilitates entry, on a competitive basis, to a Higher Certificate in Business Studies in Athlone IT.

**Subjects**


**Entry Requirements**

Leaving Certificate or equivalent standard of education. Basic computer experience desirable.

**Venue**

Tullamore Further Education and Training Centre

**Frequency**

2 days per week

**Contact**

Maura on 057 9349424 / email mburke@loetb.ie

**Fee**

€100 non-refundable centre registration fee

This course is based on a minimum of 15 participants.

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**Computer Systems & Networks (QQI Level 5)**

This PLC course is designed to equip students with the skills required to design, install and maintain computer networks, software and hardware.

**Job Options**

Holders of a QQI Level 5 Certificate in Computer Systems and Networks may seek employment in the Information Technology Sector.

**Progression Options**

On successful completion of this programme, students can apply to Athlone Institute of Technology for entry to the Higher Certificate in Electronics and Computer Engineering or Engineering Informatics (common entry Year 1 to: Bachelor of Engineering in Electronics and Wireless Communication or Bachelor of Science in Network Management or Bachelor of Engineering in Computer Engineering).

**Subjects**


**Entry Requirements**

Leaving Certificate or equivalent standard of education. All applicants are subject to interview.

**Venue**

Tullamore Further Education and Training Centre

**Frequency**

5 days per week

**Contact**

Elaine on 057 9349444 or email tullamoreplc@loetb.ie

**Fees**

€200 PLC Government Levy (some exemptions apply)

€200 Registration Fee

€50 QQI Certification Fee (some exemptions apply)

Learners may be entitled to Back to Education Allowance. All fees must be paid before commencement of the programme.
Early Childhood Care & Education (QQI Level 5)

**Job Options**
Holders of a QQI Level 5 Certificate in Childcare may seek employment as a childcare worker in crèches, play-schools, special needs schools or as a classroom assistant.

**Progression Options**
Learners with sufficient practical experience in Childcare may progress to the QQI Level 6 Early Childhood Care and Education or apply to other third level institutions under the Higher Education Links Scheme as a mature student.

**Subjects**
- Early Childhood Education & Play
- Early Care & Education Practice
- Child Health & Well-Being
- School Age Childcare
- Child Development
- Communications
- Work Experience
- Personal Effectiveness in the Workplace.

**Entry Requirements**
Leaving Certificate or equivalent standard of education.

**Venue**
Tullamore Further Education and Training Centre

**Frequency**
1½ days – 2½ days per week

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

**Fee**
€100 non-refundable centre registration fee

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Engineering Technology (QQI Level 5)

**Job Options**
Holders of a QQI Level 5 Certificate in Engineering Technology will have the necessary practical skills for employment in the engineering industry.

**Progression Options**
On successful completion of this programme, students can apply to Athlone Institute of Technology for entry to the Higher Certificate in Mechanical Engineering or BA Engineering in Mechanical Engineering and Renewable Energy. Students can also apply to other Third Level Institutions under the Higher Education Links Scheme or as a mature student.

**Subjects**
- Engineering Workshop Processes
- Engineering Workshop Theory
- Computer Aided Draughting (2D CAD)
- Engineering Drawing
- Material Science
- Mathematics
- Work Experience
- Personal Effectiveness

**Entry Requirements**
Leaving Certificate or equivalent standard of education.

**Venue**
Tullamore Further Education and Training Centre

**Frequency**
5 days per week

**Contact**
Elaine on 057 9349444 or email tullamoreplc@loetb.ie

**Fees**
- €200 PLC Government Levy (some exemptions apply)
- €200 Registration Fee
- €50 QQI Certification Fee (some exemptions apply)

Learners may be entitled to Back to Education Allowance. All fees must be paid before commencement of the programme.
Healthcare Support (QQI Level 5)  
Part Time

To respond to the growing 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.

**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.

**Subjects**
Care Skills | Care Support | Communications | Work Experience | Safety and Health at Work | Care of the Older Person | Infection Prevention and Control | Personal Effectiveness

Entry Requirements
Leaving Certificate or equivalent standard of education.

Venue Tullamore Further Education and Training Centre
For night class options, refer to page 52.

Frequency 2 days per week

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee €100 non-refundable centre registration fee

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Hospitality and Tourism (QQI Level 5)  
Full Time

This is a one year full-time VTOS programme which provides learners with an introduction to all areas of the hospitality and tourism industry. Applicants must be over 21 years, and in receipt of a Department of Social Protection payment for at least 6 months.

**Employment Options**
Holders of a QQI Level 5 Certificate in Hospitality & Tourism may seek employment in hotels, restaurants, bars and tourist attractions. Learners must complete significant work experience in a relevant area as part of the programme, this significantly increases the learner's employment prospects.

**Progression Options**
On successful completion of this programme, learners are eligible to apply to Athlone IT for entry to: Diploma in Restaurant Management, Higher Certificate in Culinary Arts, Higher Certificate in Bar Supervision, BA in Hotel and Leisure Management, BA in Spa and Wellness Management, BA in Tourism & Hospitality Management

**Subjects**
Restaurant Skills | Accommodation Techniques | Beverage Service | Restaurant Hospitality | Licensed Trade Law | Personal Effectiveness | Work Practice | Customer Service | Word Processing | Tourism Principles & Practice

Venue Tullamore Further Education and Training Centre

Frequency 5 days per week (including work placement, company visits, practical assessments) - 1 year

Contact Eileen on 057 9349431 / 085 8773754 email ekennaquinn@loetb.ie

Fee €100 non-refundable centre registration fee, travel allowance and childcare available.

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Leaving Certificate Maths & English

This course will provide the learner with the necessary knowledge to sit their Leaving Certificate examination in Maths & English in June 2017. (Subjects depend on student numbers).

Venue Tullamore Further Education and Training Centre
Frequency 1 morning or 1 evening per week
Contact Maura 057 9349424 / email mburke@loetb.ie
Fee Contact the centre.

Leaving Certificate (VTOS)

This is an opportunity for mature students to return to education to study for the Leaving Certificate examination over 2 years through VTOS. Travel allowance, meal allowance and childcare supports available. All books supplied on a loan basis.

Progression Options Successful completion of this programme facilitates the student when moving to further education. Students may progress to QQI Level 5/Level 6 courses or to third level education.

Subjects
English | Maths | Biology | Chemistry |
Physics | Business | History | Art | Accounting

Entry Requirements Eligible for VTOS (over 21 and in receipt of Social Welfare payment). All applicants are subject to interview.

Venue Tullamore Further Education and Training Centre
Frequency 5 days per week, 2 years
Contact Eileen on 057 9349431 or email ekennaquinn@loetb.ie
Fee €100 non-refundable centre registration. Travel allowance and childcare available.
**Nursing Studies (QQI Level 5)**

This course aims to provide the student with the necessary knowledge and experience to continue on to a nursing career at third level. It will provide students with the necessary skills and knowledge to enable them to work as a Healthcare Assistant in hospitals and in nursing homes.

**Job Options**
Holders of a QQI Level 5 Certificate in Nursing may seek employment as a Care Assistant in hospitals, retirement homes or residential homes.

**Progression Options**
Successful students can apply to Bangor University, Wales for entry into the Bachelor of Science Degrees in General Nursing, Psychiatric Nursing or Midwifery. Students can also apply for entry into the Bachelor of Science in Nursing in Irish Universities and Institutes of Technology.

**Subjects**
- Care Skills
- Care Support
- Communications
- Work Experience
- Safety & Health at Work
- Nursing Theory & Practice
- Anatomy and Physiology
- Human Growth & Development
- Maths (optional)
- Care of the Older Person

**Entry Requirements**
Leaving Certificate or equivalent standard of education.

**Venue**
Tullamore Further Education and Training Centre

**Frequency**
3 mornings/afternoons per week

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

**Fee**
€100 non-refundable centre registration

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**Restaurant Operations (QQI Level 5)**

This one year course provides students with an introduction to all areas of restaurant operations including restaurant hospitality, beverage service and customer service.

**Job Options**
Holders of a QQI Level 5 Restaurant Operations Certificate may seek employment in restaurants, hotels and bars.

**Progression Options**
On successful completion of this course, students can apply to Athlone IT for entry to the Diploma in Restaurant Management or the Higher Certificate in Culinary Arts or the Higher Certificate in Bar Supervision or the BA in Hotel and Leisure Management or the BA in Spa and Wellness Management.

**Subjects**
- Restaurant Skills
- Beverage Service
- Restaurant Hospitality
- Licensed Trade Law
- Personal Effectiveness
- Work Practice
- Customer Service
- Word Processing
- Accommodation Techniques (optional)

**Venue**
Tullamore Further Education and Training Centre

**Frequency**
2-3 days per week

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

**Fee**
€100 non-refundable centre registration
Business Management (QQI Level 6)

This PLC course is comparable to Year 1 of the Higher Certificate in Business offered by Athlone IT. It contains business knowledge and skills which form the basis for a career in industry, commerce or the public service.

Job Options Holders of a QQI Level 6 Certificate in Business Management may pursue a career in accounting, banking, general business, insurance, marketing and administration.

Progression Options On successful completion of this programme, students can apply to Athlone Institute of Technology for entry into the second year of their Higher Certificate in Business Management.


Entry Requirements Leaving Certificate or QQI Level 5 Award. All students will be subject to an interview.

Venue Tullamore College

Frequency 5 days per week

Contact Elaine on 057 9349444 or email tullamoreplc@loetb.ie

Fees €200 PLC Government Levy (some exemptions apply) €200 Registration Fee €50 QQI Certification Fee (some exemptions apply)

Learners may be entitled to Back to Education Allowance. All fees must be paid before commencement of the programme.

Early Childhood Care & Education (QQI Level 6)

This course is specifically designed for people who wish to work in a supervisory capacity in a childcare environment or who wish to obtain an advanced knowledge of childcare studies.

Job Options Holders of a QQI Level 6 will have the necessary knowledge and skills to pursue a variety of management career options in the field of childcare.

Progression Options On successful completion of this programme, students can apply to Third Level Institutions to complete a Bachelor Degree in Early Childhood Education as a mature student or under the Higher Education Links Scheme.

Subjects Child Development | Early Childhood Curriculum | Social, Legal & Health Studies | Supervision in Early Childhood Care | Special Needs Assisting | Early Childhood Literacy & Numeracy | Professional & Personal Development | Work Experience

Entry Requirements Students must have a QQI Level 5 Certificate in Childcare and must be working in a childcare environment.

Venue Tullamore Further Education and Training Centre

Frequency 2 nights per week (3 hrs) and 10 Saturdays (full day) between October & June (total duration 30 weeks). Two year option available

Contact Jolene on 057 9349424 / email jhall@loetb.ie

Fee €1,080

* 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.
**Night Classes**

**Tullamore Further Education and Training Centre, Castle Buildings, Tara Street, Tullamore**

**For further information, please contact:** Jolene Hall 057 9349424 / email jhall@loetb.ie

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**Enrolment Night:** Tuesday September 6th, 2016 7:30pm – 8:30pm, Tullamore Further Education and Training Centre, Castle Buildings, Tara Street, Tullamore. Course fee must be paid in full prior to course commencement. Fees are non-refundable.

Learners may be eligible for BTEI funding, contact the centre for more information.

**Course Commencement:** End Sept. 2016.

**Note:** Courses are based on a minimum of 15 participants. *Day subject to change.

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<table>
<thead>
<tr>
<th>COURSE</th>
<th>REGISTRATION</th>
<th>TIME</th>
<th>*DAY</th>
<th>DURATION</th>
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<tbody>
<tr>
<td><strong>Healthcare</strong></td>
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<tr>
<td>Infection Prevention &amp; Control QQI Level 5</td>
<td>Sept. ’16</td>
<td>6.45-9.45pm</td>
<td>Thurs</td>
<td>14 weeks</td>
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<td>Sept. ’16</td>
<td>6.45-9.45pm</td>
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<td>14 weeks</td>
<td>€150</td>
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<tr>
<td>Care Skills QQI Level 5</td>
<td>Jan. ’17</td>
<td>6.45-9.45pm</td>
<td>Thurs</td>
<td>14 weeks</td>
<td>€150</td>
</tr>
<tr>
<td>Care Support QQI Level 5</td>
<td>Jan. ’17</td>
<td>6.45-9.45pm</td>
<td>Thurs</td>
<td>14 weeks</td>
<td>€150</td>
</tr>
<tr>
<td><strong>Childcare</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Needs Assisting QQI Level 5 (Students must have completed SNA at QQI Level 5 prior to commencement)</td>
<td>Sept. ’16</td>
<td>6.45-9.45pm</td>
<td>Thurs</td>
<td>14 weeks</td>
<td>€220</td>
</tr>
<tr>
<td>Special Needs Assisting QQI Level 5</td>
<td>Jan. ’17</td>
<td>6.45-9.45pm</td>
<td>Thurs</td>
<td>14 weeks</td>
<td>€150</td>
</tr>
<tr>
<td>Child Development QQI Level 5</td>
<td>Sept. ’16</td>
<td>6.45-9.45pm</td>
<td>Tues</td>
<td>14 weeks</td>
<td>€150</td>
</tr>
<tr>
<td>Early Care Education &amp; Play QQI Level 5</td>
<td>Sept. ’16</td>
<td>6.45-9.45pm</td>
<td>Tues</td>
<td>14 weeks</td>
<td>€150</td>
</tr>
<tr>
<td>Child Health &amp; Well Being QQI Level 5</td>
<td>Jan. ’17</td>
<td>6.45-9.45pm</td>
<td>Tues</td>
<td>14 weeks</td>
<td>€150</td>
</tr>
<tr>
<td>Early Care Education &amp; Practice QQI Level 5</td>
<td>Jan. ’17</td>
<td>6.45-9.45pm</td>
<td>Tues</td>
<td>14 weeks</td>
<td>€150</td>
</tr>
<tr>
<td><strong>Business &amp; Computers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Computers</td>
<td>Sept. ’16</td>
<td>6.30-9.30pm</td>
<td>Tues</td>
<td>11 weeks</td>
<td>Free</td>
</tr>
<tr>
<td>Bookkeeping, Manual &amp; Computerised QQI Level 5</td>
<td>Sept. ’16</td>
<td>6.45-9.45pm</td>
<td>Thurs</td>
<td>14 weeks</td>
<td>€150</td>
</tr>
<tr>
<td>Payroll, Manual &amp; Computerised QQI Level 5</td>
<td>Jan. ’17</td>
<td>6.45-9.45pm</td>
<td>Thurs</td>
<td>14 weeks</td>
<td>€150</td>
</tr>
<tr>
<td><strong>General Learning</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety at Work QQI Level 5</td>
<td>Sept. ’16</td>
<td>6.45-9.45pm</td>
<td>Tues</td>
<td>10 weeks</td>
<td>Free</td>
</tr>
<tr>
<td>Higher Level Irish, Leaving Cert</td>
<td>Sept. ’16</td>
<td>6.45-9.45pm</td>
<td>Tues</td>
<td>TBC</td>
<td>€400, plus exam fees</td>
</tr>
<tr>
<td>Communications, Work Experience &amp; Personal Effectiveness</td>
<td>Sept. ’16</td>
<td>6.45-9.45pm</td>
<td>Tues</td>
<td>27 weeks</td>
<td>Free</td>
</tr>
</tbody>
</table>
# Enrolment & Contact Details for Centres in Laois and Offaly

<table>
<thead>
<tr>
<th>Centre Name</th>
<th>Principal / Director</th>
<th>Contact Details</th>
<th>Closing Date for Enrolments</th>
</tr>
</thead>
</table>
| Abbeyleix FET | Helen Kavanagh | Mountrath Road, Abbeyleix, Co. Laois  
057 8731127  
hkavanagh@loetb.ie  
www.abbeyleixfec.ie | **Friday 30 Sept 2016**  
As places on courses are limited, application before this date is strongly advised.  
First round interviews will take place in May and June.  
Second round in Aug & Sept. |
| Coláiste na Sionna | Paddy Scales | Banagher  
Tel: 057 9151323  
admin@bccns.ie | **Friday 30 Sept 2016** |
| Banagher FET | Celina Casey | Banagher  
057 9153734  
ccasey@loetb.ie | **All Year** |
| Birr FET | Mervyn Griffin | Roscrea Road, Birr  
057 9121571  
mgriffin@loetb.ie | **All Year** |
| Clara FET | Finian Robbins | Railway House, River Street, Clara  
057 9330794  
frobbins@loetb.ie | **All Year** |
| Edenderry FET | Alison McEvoy | St. Mary’s Road, Edenderry  
057 9349424  
amcevoy@loetb.ie | **All Year** |
| Edenderry FET | Margaret Sheridan | St. Mary’s Road, Edenderry  
046 9732091  
m Sheridan@loetb.ie | **All Year** |
| Laois Third Level Centre | Margaret Morrin | Bracklone Street, Portarlington, Co. Laois  
057 8623161  
morrin@loetb.ie  
www.laoisthirdlevel.ie | **Friday 5 July**  
Late applications may be accepted after this date subject to availability |
| Mountmellick FET | Joe Thompson | Harbour Street, Mountmellick, Co. Laois.  
057 8624196  
jthompson@loetb.ie  
www.mountmellickfec.ie | **All Year**  
Levels 5 and 6  
Thurs. 1 Sept. 2016 |
| Portarlington FET | Margaret Morrin | Bracklone Street, Portarlington, Co. Laois  
057 8623161  
morrin@loetb.ie  
www.portarlingtonaec.ie | **Friday 5 July**  
Late applications may be accepted after this date subject to availability |
<table>
<thead>
<tr>
<th>Centre Name</th>
<th>Principal / Director</th>
<th>Contact Details</th>
<th>Closing Date for Enrolments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portlaoise FET</td>
<td>Kathleen Dunne</td>
<td>Tower Hill, Portlaoise, Co. Laois 057 8661338 <a href="mailto:portlaoisefet@loetb.ie">portlaoisefet@loetb.ie</a> <a href="http://www.laoisalc.ie">www.laoisalc.ie</a></td>
<td>All Year</td>
</tr>
<tr>
<td>Portlaoise Institute of Further Education</td>
<td>Patricia Cullen</td>
<td>Mountrath Road, Portlaoise, Co. Laois 057 8621480 <a href="mailto:pife@portlaoisecollege.ie">pife@portlaoisecollege.ie</a> <a href="http://www.portlaoisecollege.ie">www.portlaoisecollege.ie</a></td>
<td>Friday 3 June 2016 Applications for first round of offers. Applications received after this date will only be processed subject to places being available.</td>
</tr>
<tr>
<td>Portlaoise Youth Education Centre</td>
<td>Anne Malone</td>
<td>Railway Street, Portlaoise, Co. Laois 057 8681005/6 <a href="mailto:amalone@loetb.ie">amalone@loetb.ie</a></td>
<td>All Year</td>
</tr>
<tr>
<td>Tullamore College</td>
<td>Edward McEvoy</td>
<td>Riverside, Tullamore 057 9321677 <a href="mailto:admin@tullamorecollege.ie">admin@tullamorecollege.ie</a></td>
<td>All Year</td>
</tr>
<tr>
<td>Tullamore FET</td>
<td>Michelle Shanahan</td>
<td>Castle Buildings, Tara Street, Tullamore 057 9349424 <a href="mailto:fet@loetb.ie">fet@loetb.ie</a></td>
<td>PLC: 26 August 2016 BTEI: 6 Sept. 2016 VTOS: All Year Adult Lit: All Year</td>
</tr>
</tbody>
</table>
Laois and Offaly Education and Training Board
Training Services
LOETB now delivers an extensive range of training to a diverse range of clients including those entering the labour market for the first time, those seeking re-entry into the labour market, job changers, persons wishing to up-date or acquire new skills, those changing careers, persons with a disability and early school leavers.

**Apprenticeships**

An apprentice works for an employer in a chosen occupation and gains the necessary skills, knowledge and attitudes to become a qualified craftsperson. The apprenticeship programme generally comprises of seven alternating phases, three off-the-job and four on-the-job, and normally takes a minimum of 4 years. There are 27 craft trades available in Laois and Offaly, including Carpentry & Joinery, Electrical, Plumbing and Motor Mechanic. On successful completion of an apprenticeship, a QQI Level 6 Advanced Certificate is awarded.

To become an apprentice you must satisfy the minimum entry requirements, obtain employment in your chosen trade, and your employer must be approved to train apprentices.

**Entry Requirements**

Grade D in five subjects in the Department of Education and Skills Junior Certificate Examination or an approved equivalent

**OR** the successful completion of an approved Pre-Apprenticeship course

**OR** be over 18 years of age and have at least 3 years work experience approved by SOLAS.

In certain crafts, apprenticeship applicants are required to pass an approved colour vision test. Employers can determine their own educational requirements, e.g. ESB have a minimum requirement of Leaving Certificate.

**Contact: Sandra Doyle**

Training Officer, Apprenticeship & Employer Services
Telephone: 057 8671545 • Mobile: 085 8598413 • Email: sdoyle@loetb.ie

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**Contact: Padraig Boland**

Training Services Manager
Telephone: 057 8671530
Mobile: 087 9155394
Email: pboland@loetb.ie
Community Training

Community Training Centre (CTC)
Community Training Centres provide vocational training places to early school leavers (16-21 years old) under the Youthreach initiative. Tullamore CTC, located at Kilcruttin Business Park currently provides training and related services to early school leavers without a Junior/Leaving Certificate qualification who are having difficulty accessing employment and would like to gain a qualification. In order to secure a place on a Programme in the CTC, the learner must be referred by the Department of Social Protection. Courses currently on offer include Employment Skills, Catering Support and Hairdressing.

Local Training Initiative (LTI)
An LTI programme is a community-based training programme targeted at 16-25 year olds who are economically, socially, geographically, or educationally disadvantaged. The overall aim of the LTI programme is to assist unemployed people to move towards employment by providing community-based training and work experience leading to nationally recognised qualifications. In order to secure a place on an LTI Programme, the learner must be referred by the Department of Social Protection. Currently there are LTIs operating in Birr (Healthcare Support), Banagher (Horticulture) and Edenderry (Employment Skills) with two Laois-based LTIs to be finalised.

Specialist Training Programme (STP)
Specialist Training Providers deliver training courses to people with disabilities who require more intensive support than would be available in non-specialist training provision. The National Learning Network (NLN) provide these programmes at its Training Centres in Portlaoise and Tullamore. In order to secure a place in a National Learning Network, the learner must be referred by the Department of Social Protection. Courses currently on offer include Employment Skills, Sports and Recreation, Retail Skills and IT and Business.

Contact: Lisa McEvoy
Training Officer Community Services
Telephone: 057 8671542
Mobile: 085 8867945
Email: lmcevoy@loetb.ie
Contract Training

Contract Training (CT) refers to Training or Education outsourced to contractors by LOETB. This provision is shaped by the labour market needs within both counties, the specific needs of people who are unemployed or those in employment who require new or enhanced skills. Entrants onto LOETB’s contract training courses should contact their local Department of Social Protection office for referral.

LOETB provides contract training throughout Laois and Offaly that:
• Responds to local employment opportunities and business needs;
• Responds to the needs of the long-term unemployed;
• Identifies and responds to ICT employment opportunities – e.g. Software Development
• Future job opportunities in the Green Economy e.g. Wind Turbine Maintenance, Industrial Automation - Electrical and Electronic Control Systems, Airtight Construction

Types of courses on offer cover a variety of areas such as Healthcare Support, Retail Sales, Hard Landscaping, Steel-fixing, Welding and Beauty Therapy.

Contact: Yvonne Foy
Training Officer Contract Training
Telephone: 057 8671543
Mobile: 085 8773741
Email: yfoy@loetb.ie
LOETB has assumed management of The National Construction Training Centre at Mount Lucas. Currently the Centre focuses primarily on providing certification for Construction Skills Certification Scheme (CSCS) and the UK equivalent of CSCS - Construction Plant Competence Scheme (CPCS).

Construction Skills Certification Scheme
The Construction Skills Certification Scheme (CSCS) provides for the training, assessment, certification and registration of non-craft operatives within the construction sector. Operators who successfully complete an approved CSCS Training and Assessment Programme are awarded QQI Certification and are then eligible for a CSCS Registration Card.

Training
LOETB has consulted closely with stakeholders in the construction sector, including the Construction Industry Federation (CIF), to ensure that new training programmes respond to the needs of the industry and are linked to current and future employment opportunities. Plans for 2016-17 include training programmes in Hard Landscaping, Lines Operative Training, Construction Formwork and Steel Fixing. We are currently exploring various Renewable Energy and Sustainable Construction Programmes.

Contact: John Kelly
Centre Manager
Telephone: 01 533 2557
Mobile: 085 859 8412
Email: jkelly@mountlucas.ie
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. Both one to one and group tuition is available. The literacy service offers many non-accredited and accredited courses from Levels 1-3 and some 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 in the morning, afternoon and evening depending on demand and numbers. It is part-time, with learners accessing the service from 1-8 hours per week.

### Literacy Classes

**One To One Tuition**
Tuition is given on an individual basis to adults who need to improve reading and writing skills. It is confidential and arranged at a time that suits the learner - morning, afternoon or evening for 1 hour per week.

**Group Literacy Classes** Improving reading, writing and spelling in small groups.

**Spell Well** Spelling Classes that cover reading, writing, spelling, grammar and punctuation.

**Dyslexia Adult Screening Test** Students may avail of this service by appointment.

**Dyslexia Workshops**
Workshops designed to assist and support people with dyslexia, including an introduction to various assistive technology packages.

### Computer Classes

**Introduction to Computers**
Short courses available for those who have no prior knowledge or experience using computers, introducing the basics of computers, internet use and sending emails. They lead to QQI Certificates in Computer Skills at Level 2.

**QQI Level 3 Computer Courses**
The following courses are available at QQI Level 3: Word Processing | Internet and Email | Digital Media.

### Other Courses

**Intensive Tuition in Adult Basic Education**
Intensive, accelerated-learning 14 week Literacy programmes for those who may have left school early, comprising Literacy, Numeracy and Computer Skills.

**Family Learning Programmes**
Programmes designed to help parents support their children’s learning with fun activities, for example Fun with Music, Make a Storysack (Reading with your Child) courses.

**Skills for Work Programmes**
Workplace training programmes for employees who may have left school early. These courses offer those who are employed the opportunity to enhance their communications, maths and computer skills. See page 58 for further details.

### Contact us for more details

**LAOIS:** Kathleen Dunne on 057 8661338
kdunne@loetb.ie

**OFFALY:** Marina O’Malley or Alison McEvoy on 057 9349426
momalley@loetb.ie • amcevoy@loetb.ie
English for Speakers of Other Languages (ESOL) is the provision of English language courses to learners whose first language is not English. English Language Programmes are available for asylum seekers, refugees and migrant workers. All ESOL courses provided by Laois and Offaly Education and Training Board aim to develop the learners' core language skills in the areas of:

- Listening
- Speaking
- Reading
- Writing
- Grammatical accuracy

**Courses offered in ESOL:** Beginners, Breakthrough, Elementary and Pre-intermediate. (Pre-intermediate course is for ESOL learners who need to improve English before joining QQI level 3 and 4 modules).

**Skills for Work:** Courses for ESOL students in employment who need to improve reading and writing skills for their work. Accreditation at NFQ Levels 4 and 5 and/or IELTS preparation may be offered in some centres for a fee.

**How can I apply for ESOL classes?**
Potential learners are required to complete a short application form with basic, personal information followed by a short assessment which assesses the learner’s existing level of English. Priority is given to those in need of Basic English language skills to a level of functional competency (A2 on the Common European Framework of Reference for Languages or NFQ Level 3). There is a registration fee of €20 for all classes.

**Where do I get more information?**
Laois: Deirdre Brennan dbrennan@loetb.ie 057 8661338
Offaly: Alison McEvoy amcevoy@loetb.ie 057 9349424
A Pathway to Learning for Employees

Skills for Work (SFW) is providing educational opportunities for employees who may have left school early or who have outdated qualifications. SFW has delivered courses to an extensive range of employment sectors, such as retail, wholesale, care services, manufacturing, food & beverage transport and hospitality including sole traders.

Sample courses include:

- Caring for Children
- Communications through Computers
- Culinary Skills
- Customer Care
- Maths / Personal Finances
- Writing Skills
- Health and Safety for the Workplace
- Nutrition and Healthy Eating
- On-line Herd Registration
- Personal and Interpersonal Skills
- Reading, Writing, Spelling
- Workplace Language Support

Skills for Work courses in County Laois are delivered in Portlaoise, Portarlington, Rathdowney and Camross. The venues in County Offaly are Tullamore, Birr, Banagher and Edenderry. To accommodate employers and staff, courses may also be delivered on company premises.

For further information contact:
Marian O’Reilly, Midlands Regional Co-ordinator
Telephone: 057 8670007 or 087 1777879
Email: marianoreilly@skillsforwork.ie • Website: www.skillsforwork.ie

Vocational Training Opportunities Scheme (VTOS)

Vocational Training Opportunities Scheme (VTOS) is a second chance education and training for adults. To be eligible for a VTOS programme you need to be at least 21, and in receipt of a Department of Social Protection payment for at least 6 months. Students may qualify for travel allowance, meal allowance and childcare supports (CETS). Programmes offered under VTOS are education-led, vocationally-oriented and progression-focussed. The range of learning opportunities provided by VTOS centres include Junior Certificate, Leaving Certificate and QQI Levels ranging from 4 to 6.

For further information please contact:

ABBEYLEIX
Helen Kavanagh
Mountrath Road, Abbeyleix, Co. Laois
Tel: 057 8731127
Email: hkavanagh@loetb.ie

PORTARLINGTON
Margaret Morrin
Bracklone Street, Portarlington, Co. Laois
Tel: 057 8623161
Email: mmorrin@loetb.ie

BIRR
Mervyn Griffin
Roscrea Road, Birr, Co. Offaly
Tel: 057 9121571
Email: mgriffin@loetb.ie

TULLAMORE
Eileen Kenna Quinn
Castle Buildings, Tara Street, Tullamore, Co. Offaly
Tel: 057 9349431
Email: ekennaquinn@loetb.ie
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 available to all students.

### Subjects

### Qualifications:
- QQI Levels 3 & 4

### Length of Programme:
- 1–3 years. Monday to Thursday (8.30am – 4pm) and Friday (8.30am – 1.30pm)

### BANAGHER
- Celina Casey
- Banagher
- Co. Offaly
- Tel: 057 9153734
- ccasey@loetb.ie

### CLARA
- Finian Robbins
- Railway House,
  River Street,
  Clara, Co. Offaly
- Tel: 057 9330794
- frobbins@loetb.ie

### EDENDERRY
- Margaret Sheridan
- St. Mary’s Road
- Edenderry
- Co. Offaly
- Tel: 046 9732091
- msheridan@loetb.ie

### MOUNTMELLICK
- Joe Thompson
- Harbour Street
- Mountmellick
- Co. Laois
- Tel: 057 8624196
- jthompson@loetb.ie

### PORTLAOISE
- Anne Malone
- Railway Street
- Portlaoise
- Co. Laois
- Tel: 057 8681005/6
- amalone@loetb.ie
Post Leaving Certificate (PLC) Programmes

PLC courses in Laois and Offaly are available to adult learners in Abbeyleix, Banagher, Portlaoise and Tullamore. Courses are full-time and last for one year. These courses are 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 work 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.

**PLC Fees:**
- €200 PLC Government Levy (some exemptions apply)
- €200 Registration Fee
- €50 QQI Certification Fee (some exemptions apply)

Learners may be entitled to Back to Education Allowance

All fees must be paid before commencement of the programme.

Back to Education Initiative (BTEI)

The Back to Education Initiative (BTEI) provides part-time Further Education Programmes for those over the age of 18 years. BTEI offers Junior and Leaving Certificate Programmes along with Major and Minor QQI Awards from Levels 3 to 5. As BTEI provides part-time learning, it offers the chance to combine a return to education and training with family, work and other responsibilities.

**BTEI Entry Requirements**

Anyone who has left full-time education can take part in a course delivered under the BTEI Programme, with any of the following:

- Those with less than upper second level education (Leaving Certificate)
- Those in receipt of a medical card and their dependents
- Those in receipt of a social welfare payment (eg. Jobseekers Allowance/Benefit, Lone Parent Allowance, Carers Allowance, Disability Allowance etc)

Fees will apply to other applicants.

Entry onto a BTEI course is through application and an interview. BTEI courses are delivered in a number of venues throughout Laois and Offaly.
The Community Education Service facilitates and supports community based education classes for a range of groups in local centres throughout Counties Laois and Offaly, such as:

- Men’s Groups
- Active Retirement Groups
- Traveller Groups
- Women’s Groups
- Disability Groups
- Local Development Groups etc.

The ethos of Community Education is one of social inclusion and engaging with educationally disadvantaged adults.

**Types of Classes & Funding Available**

A minimum of 10 participants are required for a group to begin a class and non group members can be invited to join the class also. Programmes usually run for 6 weeks and are delivered at times to meet the needs of the Community Group. Groups decide on their own courses based on the community needs. Courses on offer include:

- Arts & Crafts
- Community Development
- Personal Development
- Computers, Cookery
- Woodcraft
- Health & Fitness

Classes 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 set of classes per group per year.

**For further information contact:**

Teresa McEvoy
057 8661890 | tmcevoy@loetb.ie
County Laois

Michelle Shanahan
057 9349441 | mshanahan@loetb.ie
County Offaly

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**Garda Vetting**

Please note that where courses require work experience with children or vulnerable adults, students will be subject to Garda Vetting. In addition, other employers may also request for students to be Garda vetted - this is at their discretion.

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**Course Eligibility**

Entry on to any course offered by LOETB’s FET service may be subject to an interview and/or assessment. Refusal by an applicant to participate in an interview and/or assessment will automatically deem the applicant ineligible for entry on to the programme.
Our agreement with Athlone Institute of Technology, Carlow Institute of Technology, Limerick Institute of Technology and other third level institutions means that we are in the unique position of offering the following progression routes to our learners.
### Links to Third Level

<table>
<thead>
<tr>
<th>QQI Level 5 Sport, Recreation &amp; Exercise</th>
<th>Leads to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher Certificate in Business in Sport &amp; Recreation available in Athlone IT and Carlow IT.</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QQI Level 5 Computer Systems &amp; Networks</th>
<th>Leads to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher Certificate in Electronics and Computer Engineering OR Engineering Informatics (common entry Year 1 to: Bachelor of Engineering in Electronics and Wireless Communication Bachelor of Science in Network Management Bachelor of Engineering in Computer Engineering available in Athlone IT and Carlow IT.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QQI Level 5 Engineering Technology</th>
<th>Leads to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher Certificate in Mechanical Engineering OR BA Engineering in Mechanical Engineering and Renewable Energy available in Athlone IT and Carlow IT.</td>
<td></td>
</tr>
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<table>
<thead>
<tr>
<th>QQI Level 5 Applied Science</th>
<th>Leads to</th>
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</thead>
<tbody>
<tr>
<td>Higher Certificate in Science (Bioscience/Chemistry) OR Bachelor of Science in Biotechnology OR Bachelor of Science in Toxicology available in Athlone IT and Carlow IT.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>QQI Level 5 Nursing Studies</th>
<th>Leads to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science Degree in General Nursing OR Psychiatric Nursing OR Midwifery OR Radiography in Bangor University, Wales.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QQI Level 5 Restaurant Operations</th>
<th>Leads to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higher Certificate in Culinary Arts OR Higher Certificate in Bar Supervision OR Diploma in Restaurant Management OR Bachelor of Arts in Hotel and Leisure Management OR Bachelor of Arts in Spa and Wellness Management in Athlone IT</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>QQI Level 6 Advanced Art</th>
<th>Leads to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2 of BA Design (Ceramics) in Limerick School of Art &amp; Design (Limerick IT)</td>
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</table>

<table>
<thead>
<tr>
<th>QQI Level 6 Business Management</th>
<th>Leads to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2 of the Higher Certificate in Business (Carlow IT, Athlone IT)</td>
<td></td>
</tr>
</tbody>
</table>

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### Business/Management
* Bachelor of Business Studies Degree – (QQI Level 8)  
  *IPA UCD
  
  Bachelor of Business Studies Certificate – (QQI Level 6)  
  *IPA/UCD
  
  Postgraduate Diploma in Policy Analysis (QQI Level 9) - IPA UCD
  
  Bachelor of Arts in Public Management (QQI Level 8) - IPA UCD
  
  **Accounting Technician Ireland** (QQI Level 6)

### Law
* Diploma in Law Specific Purpose Certificate (QQI Level 7) - IPA

### Counselling
* Certificate in Counselling & Psychotherapy (QQI Level 6)  
  Irish College of Humanities & Applied Science

### Politics
* Certificate in Irish Government and Politics (QQI Level 6) - IPA

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* IPA UCD – Institute of Public Administration and is a recognised college of University College Dublin

** Local Enterprise Office (Businesses in County Laois may be eligible for funding for year one only)

Email: localenterprise@laoiscoco.ie

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For further information contact:
Laois Third Level Centre  
Head Office: Bracklone Street, Portarlington, Co. Laois  
Tel: 057 8623161 • mmorrin@loetb.ie • www.laoisthirdlevel.com

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Laois Third Level is a working partnership between Laois County Council, the Laois Local Enterprise Office and Laois and Offaly ETB.
The courses outlined in this brochure are all linked to the National Framework of Qualifications (NFQ). This table gives you a quick guide to the QQI Levels we deliver and what they equate to.

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<thead>
<tr>
<th>Levels</th>
<th>Equivalent</th>
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<tbody>
<tr>
<td>QQI Level 6</td>
<td>First Year in Third Level</td>
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<td>QQI Level 5</td>
<td>Leaving Certificate</td>
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<td>QQI Level 4</td>
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<td>QQI Level 3</td>
<td>Junior Certificate</td>
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<td>QQI Level 1 &amp; 2</td>
<td>Basic Education</td>
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</tbody>
</table>

The National Framework of Qualifications was introduced in 2003 as a system of 10 Levels. Laois and Offaly Education and Training Board offers QQI Levels from 1 to 7. NFQ is linked to similar frameworks in Europe. This helps people considering employment or study opportunities outside of Ireland to check the equivalence of their qualification in another European Country. On the following page you will see the breakdown of the 10 Levels and their comparisons.

**Helpful websites:**

- [www.cao.ie](http://www.cao.ie)
- [www.qqi.ie](http://www.qqi.ie)
- [www.susi.ie](http://www.susi.ie)
- [www.itcarlow.ie](http://www.itcarlow.ie)
- [www.ait.ie](http://www.ait.ie)
- [www.lit.ie](http://www.lit.ie)
- [www.educationinireland.com](http://www.educationinireland.com)
- [www.studentfinance.ie](http://www.studentfinance.ie)

**How to Apply for a Course**

All you have to do is get in touch with the relevant contact person detailed in the course information and they will send out an application form and answer any questions you may have.

Alternatively, if you are in receipt of Jobseekers Allowance, then your Department of Social Protection Case Officer will be able to refer you to one of our courses.

For further information or if you have any queries regarding your course selection, please email our Adult Educational Guidance and Information Service team on guidanceinfo@loetb.ie.
Courses by Level

**Unaccredited**
Community Education (Hobby Courses)

**QQI Level 1**
ESOL        Give Maths a Go!        Literacy Classes

**QQI Level 2**
Basic Computers     Reading     Writing     Maths

**QQI Level 3**
Art & Design     Communications     Consumer Awareness     Digital Media     Employability Skills
General Learning     Hairdressing     Internet & Email     Junior Certificate Single Subjects     Maths
Nutrition & Healthy Options     Personal Development     Retail Skills     Science & Engineering     Word Processing

**QQI Level 4**
Computer Applications     Employment Skills
General Learning     IT Skills
Leaving Certificate (Year 1)     Maths

**QQI Level 5**
Hospitality and Tourism     Leaving Certificate (Year 2)     Nursing Studies     Office Administration/Clerical     Personal Training & Leisure Award     Restaurant Operations     Sports, Rec. & Exercise     Security Studies with Criminology

**QQI Level 6**
Advanced Art     Business Management
Business Management with IT Studies     Diploma in Beauty Therapy
Early Childhood Care & Education     Hairdressing (Senior Trades)     Social, Health & Community

**QQI Level 7**
Bachelor of Arts: Applied Early Childhood Education & Care
Laois and Offaly Education and Training Board
Further Education and Training Service

Excellence through Education

Contact us for more details 057 9349424 / 057 8661338
fet@loetb.ie
www.loetb.ie