



# COURSE PROSPECTUS 2020 – 2021

FURTHER EDUCATION AND TRAINING SERVICES

*Excellence through Education and Training*



*Excellence through  
Education and Training*

## Fáilte go dtí Bord Oideachais agus Oiliúna Laoise agus Uíbh Fhailí 2020 - 2021

We invite you to explore the wide range of courses available in our Further Education and Training Centres across Laois & Offaly.



Due to the COVID-19 pandemic, we have implemented multiple changes to our traditional teaching and learning methods. These include measures such as social distancing within the classroom, flexible timetables and supports for remote learning. Our priority at all times is to ensure the safety and wellbeing of our staff and learners, whilst strictly adhering to guidelines issued by the Department of Education & Skills.

Our vision and core values of Equality, Collaboration, Innovation, Professionalism and Integrity ensures we continue to offer relevant programmes. These core values also underpin our ambition to maintain the highest educational standards during these unprecedented times.

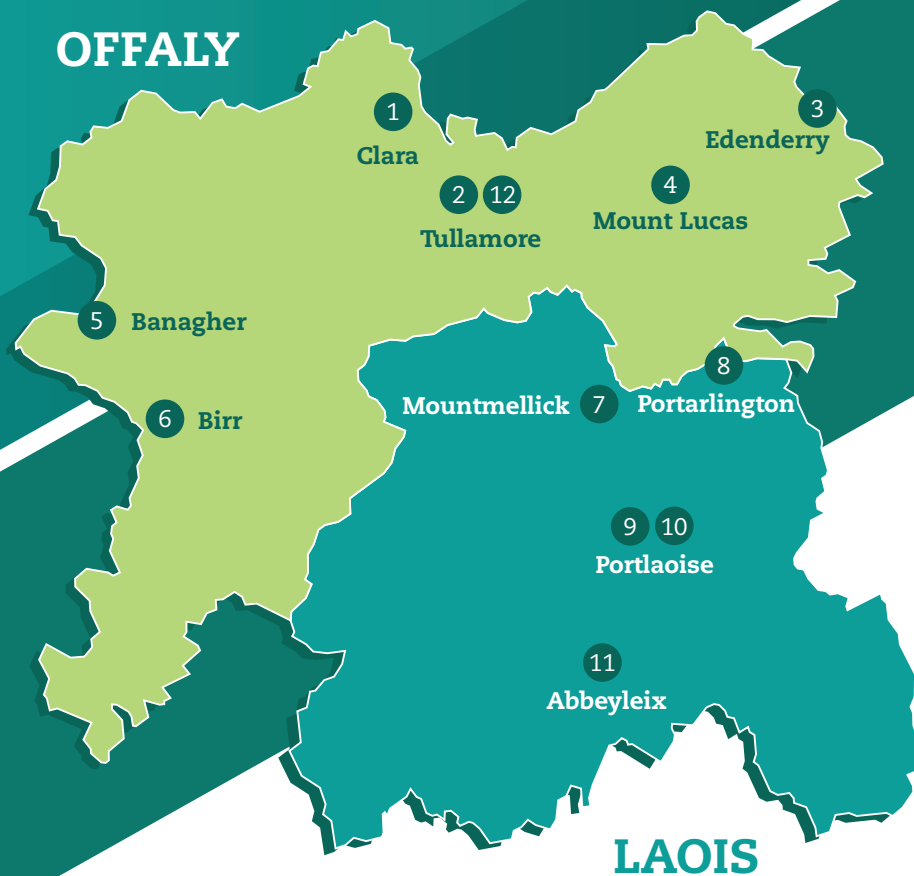
I hope you enjoy browsing our Prospectus!

Beir bua agus Beannacht,

**Tony Dalton**

*Director of Further Education & Training*

## OFFALY



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# Our Response to COVID-19

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

## Social Distancing

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

## Cleaning, Hygiene & PPE

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

## Online & Blended Learning Approach

- ✓ Level 5 and 6 courses will be provided via a blend of face to face and online learning for the 2020/2021 academic year.
- ✓ LOETB will provide learners with an introduction to online learning at the beginning of their course, as well as ongoing supports throughout the academic year.
- ✓ Assessments, where appropriate, will also be conducted online.
- ✓ LOETB have increased their provision of online courses. More information is available at: [www.loetb.ie/skills-training-courses](http://www.loetb.ie/skills-training-courses)
- ✓ Admissions for all LOETB Courses can now be conducted online and via telephone.
- ✓ LOETB's Adult Guidance Service are now contactable remotely for appointments and information about all local and national courses, refer to page 111 for contact details.

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# HOW TO APPLY FOR A COURSE



## Applying for a course is simple!

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

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

**Laois - T: 057 8672963   Offaly - T: 057 9349425   E: [guidanceinfo@loetb.ie](mailto:guidanceinfo@loetb.ie)**

# SKILLS TO ADVANCE

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

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

Working closely with micro, small and medium-sized enterprises (MSME), Skills to Advance helps employers identify skills needs and invest in their workforce by providing subsidised education and training to staff.

## Employer Benefits of Skills to Advance

- Develops your workforce
- Helps Retain and Recruit Employees
- Supports Business Growth
- Increases Productivity & Competitiveness
- Employees' Qualifications are up to date

## Supporting Enterprise Growth and Development

In the current climate businesses are coming under increasing strain to deliver more with less. Lean is a set of principles and tools to help you maximise value for your customers and to improve your process by methodically stamping out waste. It necessitates the development of employees at all levels to understand the shortfalls and develop improved methods to optimise your business.

### Programmes:

- **Lean Management:** Green & Yellow Belt, Quality Manufacturing Practice, Project Management (incorporating Agile)
- **Digitalisation:** ECDL/MOS, Digital Marketing, Industrial Electrical Systems
- **Business:** Personal Development, Train the Trainer, Supervisory Management, Conflict Management, Change in the Workplace
- **Health and Social Care:** Care Skills, Care Support, Infection Prevention Control, Introduction to Cleanroom Operations

*Funding is available for eligible participants.*

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

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Enterprise Engagement Officer  
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Laois and Offaly ETB continues to play an instrumental role in responding to the needs of Bord na Móna employees as the company transitions to decarbonise its business. With particular focus on employees embarking on voluntary redundancies, LOETB led a collaboration of agencies focused on facilitating and supporting a Just Transition for 180 workers and their communities.

## Programmes delivered:

- CSCS
- EXPLORE Basic IT
- MIG & TIG Welding
- Industrial Electrical
- Bicycle Mechanic
- Supervisory Management
- Train the Trainer
- NZEB and Retrofit Training Programme
- Remote Working
- Welding/Fabrication
- Industrial Electrical
- Supervisory Management
- Enhanced Peatland Rehabilitation Traineeship
- Community-based, part-time programmes that enhance retirees' quality of life with a focus also on active citizenship and voluntary/community service



Joe Cunningham, CE LOETB, addressed Bord na Móna Senior Management, LOETB staff members and Trainees at the launch of the Near Zero Energy Building (NZEB) Retrofitting Programme in Mount Lucas, March 2020.

## Programmes in development:

- Good Manufacturing Practice (GMP)
- HGV Driving
- Programmable Logic Controllers
- Sustainable Agriculture Traineeship (in partnership with Teagasc and Gurteen Agricultural College)

In addition, LOETB is training to support sustainability of rural peatland communities; exploring employment opportunities in the region and providing training to match identified skills gaps e.g. new NZEB and Retrofit Training facility at Mount Lucas, new Traineeship in Remote Working and Rural Enterprise Traineeship in development.

**For further information, please contact any of the Training Officers whose details appear on pages 8 and 10.**

# SKILLS FOR EMPLOYMENT

*LOETB develops and delivers Traineeships and Specific Skills Training programmes, working in partnership with industry representatives and employers.*

A **Traineeship** combines learning in the classroom and experience in the workplace to improve employment outcomes for participants and increase retention and productivity in the sector.

Shorter, more focussed **Specific Skills Training** programmes, will also form part of our Skills for Employment provision. These, as well as the Traineeships, will be responsive to Industry needs and flexible in their delivery.

## Traineeships:

- Lead to an award at NFQ Levels 4-6, or equivalent.
- Are between 6-20 months in duration.
- Include at least 30% of learning on-the-job.
- Combine transversal and technical skills development.
- Are designed for flexible delivery – online, face-to-face and blended learning.
- Provide open access to prospective trainees or unemployed people may be eligible for income support.
- Respond to an identified industry skills need.

## Eligibility

These Programmes are open to applicants, of all ages and backgrounds. Learners may include school leavers, older learners, those in employment and those who are unemployed. People who are unemployed and wish to apply, following engagement with their Intreo Case Officer, may be eligible for a training allowance or income support. Groups eligible for income support include those in receipt of Jobseekers Benefit or Allowance, a One Parent Family Payment; a Jobseekers Transitional Payment or Disability Allowance.

## Remote

LOETB is working on the development of a Remote Working Traineeship, building on the success of our current Specific Skills Training programmes designed in partnership with Grow Remote, IDA Ireland and SOLAS. This forms part of our suite of provision working towards addressing future skills needs, enhancing employment opportunities and sustaining our local communities.

## 2020 Skills for Employment Provision:

<b>Early Childhood Care &amp; Education:</b>	Mountmellick
<b>Healthcare:</b>	Banagher & Edenderry
<b>Welding and Fabrication:</b>	Tullamore
<b>Bookkeeping &amp; Administration:</b>	Portlaoise
<b>Hospitality:</b>	Tullamore & Portlaoise
<b>Cleanroom Operations:</b>	Tullamore
<b>HGV:</b>	Tullamore
<b>Health Service Supervisory Skills:</b>	Tullamore
<b>Remote Work Ready:</b>	Online
<b>Software Development:</b>	Online

\*The above list is not exhaustive - other provision will be planned and advertised to respond to industry needs as they arise.

## For further information contact:

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# SKILLS TO COMPETE

*LOETB is offering skills development training to both employed and unemployed people, to address skills shortages and gaps in current and emerging labour demand. This training will also align with future skills requirements of rural midland communities transitioning from peat and carbon intensive activities towards more sustainable economic activities and prepare them to harness drivers of future change.*

## REMOTE WORKING

LOETB, in collaboration with IDA Ireland, SOLAS and Grow Remote, has created two online training programmes that promote and facilitate Remote Working:

### *Remote Work Ready/ Leading Remote Teams*

This is a fully funded, 7-week online programme, for employees and unemployed people wishing to transition to a remote or hybrid work environment and a separate programme for Line Managers of Remote Teams and companies transitioning to remote working.

## DIGITALISATION

### *Diploma in Full Stack Software Development (Full-Time Programme, over 16 Weeks)*

The Diploma in Full-Stack Software Development is a highly practical programme giving participants hands-on experience creating functional digital products. Course content is industry-validated and the programme itself is designed with a "code-first" approach based on continuous assessment, meaning learners are constantly coding, honing their skills and developing a professional portfolio showcasing their abilities.

## PROMOTING SKILLS FOR THE FUTURE

### *Transition Skills*

The world of work is changing rapidly and those changes are current in Laois and Offaly as we face the challenges and grasp the opportunities offered by the Just Transition process. These are the skills that enable individuals to perform highly now and into the future gaining competencies in self-management, social intelligence and innovation. LOETB will integrate these skills that focus specifically on Problem Solving, Initiative, Collaboration, Change Management, Creativity, Critical Thinking, Emotional Intelligence, Time Management, Leadership Skills, Decision Making and Interpersonal Communication into relevant employment-related training.

LOETB will offer skills development bespoke to specific groups of learners or MSME's in Laois and Offaly so there is no menu of courses, however the following programmes are also offered, combining some of the above skills at a level that meets learners needs;

- Agile and Lean Project Management
- Lean Management Green Belt / Lean Yellow Belt
- Personal and Professional Development

**For further information, please contact any of the Training Officers whose details appear on pages 8 and 10.**



# GENERATION APPRENTICESHIP

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

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

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

Apprenticeships in Ireland are:

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

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

## Who can undertake a craft apprenticeship?

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

## What type of apprenticeships are on offer to learners?

There are 27 craft trades available including:

- Carpentry & Joinery
- Electrical
- Metal Fabrication
- Plumbing
- Motor Mechanics
- Construction Plant Fitting.

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

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



**Apprentices Graduation 2020**

## CONTACT

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E: [cspollen@loetb.ie](mailto:cspollen@loetb.ie)

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





# ABBEYLEIX

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

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

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 1.5 hours, one morning per week - September 2020 to May 2021

**Contact** Debbie on 05786 61338 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

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

### Literacy Classes **PART TIME**

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

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** Offered morning, afternoon or evening

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

**Small group session** 2 hours per week

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

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

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

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

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

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 1.5 hours, one morning per week - September 2020 to May 2021

**Contact** Debbie 05786 61338 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

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



# ABBEYLEIX

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

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

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 2.5 hours, one morning per week - September 2020 to May 2021

**Contact** Debbie on 05786 61338 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

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

### Business Administration (QQI Level 5) PART TIME

*The aim of this course is to provide learners with the skills and knowledge to effectively respond to everyday business situations and leads to a QQI Level 5 Component Award. The modules credits may be used towards a QQI Level 5 Business Administration (5M2468) Major Award.*

**Modules** Payroll Manual & Computerised | Business Administration

**Entry Requirements** All applicants must complete an interview and an online assessment. Good basic computer skills are essential.

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 2 mornings per week, over 15 weeks – commencing October 2020

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

**Fee** Learners who are eligible for BTEI will be exempt from fees, refer to page 117.

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

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

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

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

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

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – commencing September 2020

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

**Fee** €100 non-refundable centre registration fee. Learners must be eligible under the VTOS Scheme – refer to page 117.

# ABBEYLEIX

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

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

**2nd Art Award** - Art (Animation) 5M198 leading to a portfolio suited to applying for Animation at third-level.

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

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

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

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – commencing September 2020

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

**Fee** Refer to pages 117 and 118 for information on VTOS/PLC fees.

### Business Administration with IT (QQI Level 5 - 5M2468) **FULL TIME**

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

**Modules** Business Administration | Word Processing | Database Methods | Work Experience | Communications | Bookkeeping – Manual and Computerised | Digital Marketing | Statistics | The Internet | Web Authoring

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

**Progression Options** Learners who successfully complete this programme may have the option to continue their studies at the Centre progressing to the Business Management QQI Level 6. The QQI Level 5 Certificate facilitates entry, on a competitive basis, to a range of third-level institutions nationwide. Further details are available from the relevant institutions.

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – commencing September 2020

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

**Fee** Refer to pages 117 and 118 for information on VTOS/PLC fees.

# ABBEYLEIX

## FURTHER EDUCATION AND TRAINING CENTRE

### Community Care (QQI Level 5 - 5M2786) **FULL TIME**

*This one-year major award 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 programme aims to equip the learner with the appropriate skills of holistic healthcare for compromised clients and those with disability.*

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

**Modules** Care Provision and Practice | Safety and Health at Workplace | Human Growth and Development | Work Experience | Communications | Care Skills | Care Support | Palliative Care Support | Care of the Older Person

**Progression Options** Learners who have successfully completed the Community Care programme, are eligible to apply for employment as a Carer within the community health services. Alternatively, the QQI Level 5 Major Award facilitates entry, on a competitive basis, to a range of third-level institutions to study Social Care or Citizenship & Community Studies.

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – commencing September 2020

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

**Fee** Refer to pages 117 and 118 for information on VTOS/PLC fees.

### e-Business with Marketing (QQI Level 5 - 5M0828) **FULL TIME**

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

**Modules** e-Business Studies | Web Authoring | The Internet | Digital Marketing | Work Experience | Communications | Bookkeeping – Manual and Computerised | Database Methods | Statistics | Word Processing

**2nd Business Award** - Business Administration (5N1610)

**Additional Module:** Business Administration Skills

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

**Progression Options** Learners who successfully complete this programme may have the option to continue their studies at the Centre progressing to the Business Management QQI Level 6. The QQI Level 5 Certificate facilitates entry, on a competitive basis, to a range of third-level institutions nationwide. Further details are available from the relevant institutions.

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, over 1 year - commencing September 2020

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

**Fee** Refer to pages 117 and 118 for information on VTOS/PLC fees.

# ABBEYLEIX

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

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

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

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

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – commencing September 2020

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

**Fee** Refer to pages 117 and 118 for information on VTOS/PLC fees. Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

### Leaving Certificate **FULL TIME**

*Mature learners are encouraged to sit the Leaving Certificate, as a springboard to third-level education.*

**Progression Options** Successful completion of this programme facilitates the learner when moving to further education within the Centre or to third-level education.

**Subjects** English (Higher & Ord) | Maths (Ord & Found) | Irish (Ord & Found) | Business (Higher & Ord) | Art (Higher & Ord) | Biology (Higher & Ord) | History (Ord) | Information Technology Skills (QQI Level 4)

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

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, over 2 years – commencing September 2020

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

**Fee** €100 non-refundable centre registration fee. Learners must be eligible under the VTOS Scheme, refer to page 117.

# ABBEYLEIX

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

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

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

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

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – commencing September 2020

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

**Fee** Refer to pages 117 and 118 for information on VTOS/PLC fees. Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

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

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

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

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

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

**Venue** Abbeyleix Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – commencing September 2020

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

**Fee** Refer to pages 117 and 118 for information on VTOS/PLC fees. Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

# ABBEYLEIX

FURTHER EDUCATION AND TRAINING CENTRE

## Testimonial

### Martin Dwane

Leaving Certificate Student, 2018



**Currently:** 2nd Year Level 8 Arts & Humanities student, St. Patrick's College, Carlow

“Four years ago, with no job, no qualifications and no real prospects, I decided to take the daunting plunge and return to education. Besides a lack of employment opportunities, becoming a father and wanting to be a good example to my children gave me the inspiration needed to explore what options were available. With nerves and apprehension, I enrolled at Abbeylax FETC for their two-year Leaving Certificate programme. All anxieties soon subsided when I came to realise how much support and guidance all teachers

and staff provide their adult learners. As a person who has always struggled with Maths, focused classes were arranged for myself and other learners to get as much help as we needed, just a small example of the level of care and attention given to learners as individuals. One thing is for certain, the support I have received from the staff at Abbeylax FETC has reopened doors I thought were closed forever.”

### Closing date for applications:

Friday 28th August, 2020

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

As Leaving Certificate is a two-year course, applications will be accepted up to October 2020.

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



# BANAGHER

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

**Venue** Banagher Further Education and Training Centre

**Frequency** 1 evening per week, over 32 weeks – commencing September 2020

**Contact** Marina/Catherine Lisa 057 93 49444 or email momalley@loetb.ie/ctynan@loetb.ie

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

### Reading Workshops **PART TIME**

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

**Venue** Banagher Further Education and Training Centre

**Frequency** 1 evening per week, over 32 weeks - commencing September 2020

**Contact** Marina/Catherine Lisa 057 93 49444 or email momalley@loetb.ie/ctynan@loetb.ie

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

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

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

**Venue** Banagher Further Education and Training Centre

**Frequency** 1 evening per week - September to December 2020

**Contact** Marina/Catherine Lisa 057 93 49444 or email momalley@loetb.ie/ctynan@loetb.ie

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

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

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

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

**Venue** Banagher Further Education and Training Centre

**Frequency** 1 day per week - September 2020 to May 2021

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

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



# BANAGHER

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

**Venue** Banagher Further Education and Training Centre

**Frequency** 1 evening per week - September 2020 to January 2021

**Contact** Marina/Catherine Lisa 057 93 49444 or email momalley@loetb.ie/ctynan@loetb.ie

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

### Applied Construction Skills (QQI LEVEL 4 - 4M2010) **FULL TIME**

*This Local Training Initiative (LTI) provides valuable experience in construction related employment. Through a series of practical projects on site and work placement with an employer, learners will develop the necessary skills to assist them in gaining employment in this industry.*

**Modules** Woodcraft | Concreting | Laying Kerbs, Flags and Pavers | Workplace Safety | Team Working | Information Technology | Work Experience | Communications | Team Working | Welding

**Entry Requirements** This course is primarily aimed at 18-35 year olds.

**Venue** Banagher Further Education & Training Centre

**Frequency** Monday to Friday - November 2020 to June 2021

**Contact** Eileen on 057 8670007 / 085 886794 or email eidunne@loetb.ie

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

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

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

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

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

**Venue** Banagher Further Education and Training Centre

**Frequency** Monday to Friday - September 2020 to May 2021

**Contact** Ben Pillion on 057 9153734 / 085 8016195 or email banagherfet@loetb.ie

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

# BANAGHER

## FURTHER EDUCATION AND TRAINING CENTRE

### YOUTHREACH PROGRAMME **FULL TIME**

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

#### General Learning (QQI Level 3)

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

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

#### General Learning (QQI Level 4)

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

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

#### Youthreach Banagher also run

Healthy Eating Initiative | Mindfulness | NFTE | Intergenerational Food Projects SNIP programme (supporting literacy with all students) | Literacy Hub

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

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

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

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

#### Closing date for applications:

**Part time courses: September 2020**

**Youthreach: Applications accepted all year**



# BANAGHER

## FURTHER EDUCATION AND TRAINING CENTRE

### Testimonial

**Tim Donovan**

Youthreach Student



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

### 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, over 32 weeks - September 2020

**Contact** Marina/Catherine Lisa 05793 49424 or email momalley@loetb.ie/ctynan@loetb.ie

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

### Reading Workshops **PART TIME**

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

**Venue** BIRR Education and Training Centre & BIRR Library

**Frequency** Monday evening & Thursday morning, over 32 weeks - September 2020

**Contact** Marina / Catherine Lisa 05793 49424 or email momalley@loetb.ie/ctynan@loetb.ie

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

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

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

**Venue** BIRR Further Education and Training Centre

**Frequency** 1 evening per week - September to December 2020

**Contact** Marina/Catherine Lisa 05793 49424 or email momalley@loetb.ie/ctynan@loetb.ie

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

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

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

**Module** Food Choice and Health

**Venue** BIRR Further Education and Training Centre

**Frequency** 1 morning a week - September 2020 to January 2021

**Contact** Marina/Catherine Lisa 05793 49424 or email momalley@loetb.ie/ctynan@loetb.ie

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

# BIRR

## FURTHER EDUCATION AND TRAINING CENTRE

### Employability Skills – Return to Learning Programme (QQI LEVEL 3) PART TIME

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

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

**Venue** Birr Further Education and Training Centre

**Frequency** 2 – 2.5hrs, 1 - 2 mornings a week, September 2020 to May 2021

**Contact** Marina / Catherine-Lisa 05793 49424 or email momalley@loetb.ie / ctynan@loetb.ie

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

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

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

**Module** Culinary Operations

**Venue** Birr Further Education and Training Centre

**Frequency** 1 morning a week - January 2021 to May 2021

**Contact** Marina/Catherine-Lisa 05793 49424 or email momalley@loetb.ie / ctynan@loetb.ie

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

### Basic Horticulture (QQI LEVEL 3) PART TIME

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

**Modules** Planting and Potting by Hand & Plant Propagation.

**Venue** Birr Castle Demesne

**Frequency** 1 morning a week, over 32 weeks - September 2020 to May 2021

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

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

**Early Childhood Education & Care Support****(QQI Level 4 – 4M2014) FULL TIME**

*Are you interested in working with children in a Childcare setting? This one-year major award is suitable for anyone with an interest in Childcare and wishing to work with children or wishing to progress to a Level 5 Childcare Programme.*

*Upon successful completion you will be in a position to apply for jobs in a childcare setting or to progress to our QQI Level 5 Early Childhood Care and Education Programme.*

**Modules** Childcare & Safety | Child Development & Play | Communications | Team Working | Work Experience | Maths | Workplace Safety | Computer Applications | Information Technology

**Venue** Birr Further Education and Training Centre

**Frequency** 5 days per week - September 2020 to May 2021

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

**Fee** €100 registration fee, refer to page 117 for VTOS eligibility.

**General Learning (QQI Level 4 – 4M2010) FULL TIME**

*Are you interested in a career in Sport & Recreation (including GAA Refereeing and Coaching) or a career in an Office or Retail setting? This General Learning Programme is a great option for someone wanting to start a new career in either of these areas.*

**Option 1 Sport & Recreation**

This option will give you the skills to progress to a career in the Sport & Recreation industry and the unique opportunity to get a qualification in Referring and Coaching. The course is a mix of classroom based learning and practical sports skills. Upon successful completion you will be eligible to seek employment or progress to our Sports and Recreation Traineeship in the Birr Outdoor Education Centre.

**Option 2 Office/Retail Skills**

This option will give you the skills needed to work in an office setting, in the retail industry or progress to further education. The course includes many required skills for an office and retail work environment. Upon successful completion you may be eligible to seek employment in an office or in retail or progress to one of our business courses in Tullamore FET Centre.

**Mandatory Modules (Option 1 & Option 2)** Communications | Functional Maths | Information Technology | Computer Applications | Team Working | Work Experience

**Option 1 Sport & Recreation:** Health Related Fitness | Food & Nutrition | Human Biology  
(Plus Referee and Coaching courses in conjunction with the GAA)

**Option 2 Office/Retail Skills:** General Office Skills | Retail Sales Techniques | Business Calculations | Spreadsheet Methods

**Venue** Birr Further Education and Training Centre

**Frequency** 5 days per week - September 2020 to May 2021

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

**Fee** €100 registration fee, refer to page 117 for VTOS eligibility.

# BIRR

## FURTHER EDUCATION AND TRAINING CENTRE

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

*Do you have an interest in gardening and enjoy working outdoors? This one-year major award is suitable for anyone with an interest in how things grow and enjoys working outdoors. You will learn about growing fruit, vegetables, trees and shrubs. The course is a mix of classroom based learning and practical horticulture skills. The practical element of this course will take place in the gardens in Birr Castle Demesne. Upon successful completion you will be eligible to work in the horticulture sector, in garden centres, parks, private gardens, commercial growers or self-employment. There will also be an opportunity to progress to a Level 5 Horticulture Course.*

**Modules** Plant Identification Care & Maintenance | Safe Horticultural Practice | Horticultural Science | Growing Vegetables | Establishing Trees & Shrubs | Horticulture Tools and Equipment | Work Experience | Information Technology Skills | Team Working

**Venue** Birr Further Education and Training Centre

**Frequency** 5 days per week - September 2020 to May 2021

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

**Fee** €100 registration fee, refer to page 117 for VTOS eligibility.

### Working Towards Employment (QQI Level 4 - 4M0857) **FULL TIME**

*The aim of this Local Training Initiative (LTI) is to equip the learner with the knowledge and skills required to re-enter the labour market. Learners are supported in identifying relevant work experience and securing employment.*

**Modules** Customer Service | Communications | Team Working | Work Experience | Career Planning | Functional Mathematics | Workplace Safety | Personal and Interpersonal Development | Information Technology

**Entry Requirements** The course is aimed primarily at 18-35 year olds.

**Venue** Birr Further Education & Training Centre

**Frequency** Monday to Friday - commencing September 2020

**Contact** Eileen on 057 8670007 / 085 8867945 or email [eidunne@loetb.ie](mailto:eidunne@loetb.ie)

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

### Early Childhood Care and Education (QQI Level 5 – 5M2009) **FULL TIME**

*Are you interested in a career in childcare or as a Special Needs Assistant? This QQI Level 5 major award will give you the skills and qualifications needed to apply for a job in many childcare settings. You will study all aspects of working in childcare, including Child Development and Special Needs Assisting. Upon successful completion you will be eligible to apply for jobs in a range of childcare settings or to progress to further or higher education.*

**Modules** Child Development | Early Care & Education Practice | Early Childhood Education and Play | Child Health & Wellbeing | Special Needs Assisting | Creative Arts for Early Childhood | Word Processing | Work Practice | Personal Effectiveness

**Venue** Birr Further Education and Training Centre

**Frequency** 5 days per week - September 2020 to May 2021

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

**Fee** €100 registration fee, refer to page 117 for VTOS eligibility.



# BIRR

## BIRR OUTDOOR EDUCATION AND TRAINING CENTRE

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

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

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

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



- Courses on offer include:
- Canoeing
- Survival Skills
- Kayaking
- Gorge Walking
- Raft Building
- Orienteering
- Abseiling
- Project Maths Trail
- Archery
- Team Building Games
- Obstacle Course
- Indoor Rock Climbing
- Ropes Course
- Hillwalking
- Caving
- Coasteering
- Surfing
- Body Boarding
- Field Studies/Ecology



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



# CLARA

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

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

**Venue** Clara - venue to be confirmed

**Frequency** 1 morning per week

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

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

### Reading Workshops **PART TIME**

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

**Venue** Family Resource Centre, Clara

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

**Contact** Marina/Catherine Lisa 057 93 49444 or email [momalley@loetb.ie](mailto:momalley@loetb.ie)/[ctynan@loetb.ie](mailto:ctynan@loetb.ie)

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

### Storysacks **PART TIME**

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

**Venue** Clara – venue to be confirmed

**Frequency** 1 morning per week

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

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

# CLARA

## FURTHER EDUCATION AND TRAINING CENTRE

### YOUTHREACH PROGRAMME **FULL TIME**

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

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

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

**Venue** Clara Further Education and Training Centre

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

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

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



Clara Youthreach learners working together.

# EDENDERRY

## FURTHER EDUCATION AND TRAINING CENTRE

### 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** Oaklands College & Edenderry Further Education and Training Centre

**Frequency** Monday 9.30am to 1pm and Wednesday 6.30pm to 8.30pm, over 32 weeks – September 2020 to May 2021

**Contact** Marina /Catherine Lisa 057 93 49444 or email momalley@loetb.ie/ctynan@loetb.ie

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

### Reading Workshops **PART TIME**

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

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

**Frequency** Wednesday 4pm to 6pm, over 32 weeks - September 2020 to May 2021

**Contact** Marina/Catherine Lisa 057 93 49444 or email momalley@loetb.ie/ctynan@loetb.ie

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

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

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

**Venue** Edenderry Further Education and Training Centre

**Frequency** Monday 9:30am to 11am, over 14 weeks - September to December 2020

**Contact** Marina/Catherine Lisa 057 93 49444 or email momalley@loetb.ie/ctynan@loetb.ie

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

# EDENDERRY

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

**Venue** Edenderry Further Education and Training Centre

**Frequency** Monday, 9:30am to 11am, over 18 weeks - January to May 2021

**Contact** Marina/Catherine Lisa 057 93 49444 or email momalley@loetb.ie/ctynan@loetb.ie

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

### General Learning (QQI LEVEL 2) **PART TIME**

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

**Venue** Edenderry Further Education and Training Centre

**Frequency** Wednesday 9:30am to 12:30pm, over 32 weeks - September 2020 to May 2021

**Contact** Marina/Catherine Lisa 057 93 49444 or email momalley@loetb.ie/ctynan@loetb.ie

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

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

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

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

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

**Venue** Edenderry Further Education and Training Centre

**Frequency** 1 day per week - September 2020 to May 2021

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

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

# EDENDERRY

## FURTHER EDUCATION AND TRAINING CENTRE

### Mathematics (QQI Level 3) **PART TIME**

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

**Venue** Edenderry Further Education and Training Centre

**Frequency** Thursday 9:30am to 11:30am, over 32 weeks - September 2020 to May 2021

**Contact** Marina/Catherine Lisa 05793 49424 or email momalley@loetb.ie/ctynan@loetb.ie

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

### Retail Skills (QQI Level 3) **PART TIME**

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

**Venue** Edenderry Further Education and Training Centre

**Frequency** Thursday 11:30am to 1:30pm, over 32 weeks – September 2020 to May 2021

**Contact** Marina/Catherine Lisa 05793 49424 or email momalley@loetb.ie/ctynan@loetb.ie

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

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

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

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

**Venue** Oaklands Community College

**Frequency** Wednesday evening, 8pm to 9pm – September 2020 to May 2021

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

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

# EDENDERRY

## FURTHER EDUCATION AND TRAINING CENTRE

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

*The course aims to enable the learner to develop the relevant knowledge, skills and competence in a broad range of office skills, which enable employment, under direct supervision, in a general office, or progression to Level 5 Business Studies.*

**Modules** General Office Skills | Reception Skills | Functional Maths | Communications | Business English

**Venue** Edenderry Further Education and Training Centre

**Frequency** 1 or 2 mornings per week - September 2020 to May 2021

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

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

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

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

**Modules**

**April 2020** Anatomy & Physiology | Communications

**January 2021** Body Massage & Figure Analysis | Word Processing

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

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

**Frequency** 1 Monday evening per week

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

**Fee** Please enquire with Maura Kearney.



# EDENDERRY

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

#### Modules

**September 2020** Text Production & Communications

**January 2021** Customer Service Word Processing

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

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

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

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

**Frequency** 2 mornings per week or 1 full day per week

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

**Fee** Please enquire with Maura Kearney.

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

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

#### Modules

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

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

**Venue** Edenderry Further Education and Training Centre

**Frequency** Wednesday & Thursday, commencing September 2020, over 2 years.

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

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

# EDENDERRY

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

#### Modules

**September 2020** Social Studies | Communications

**January 2021** Working with Young People | Word Processing

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

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

**Frequency** 1 Friday morning per week

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

**Fee** Please enquire with Maura Kearney.

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

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

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

**Entry Requirements** The course is aimed at 18-35 year olds. All candidates will be selected through an interview process.

**Venue** Unit 7, The Courtyard, O'Connell Square, Edenderry, Co. Offaly.

**Frequency** Monday to Friday

**Contact** Eileen on 057 8670007/085 8867945 or email eidunne@loetb.ie

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

# EDENDERRY

## YOUTHREACH PROGRAMME FULL TIME

### Who is it for?

It is for young people who are aged 15 -20 and have left school early.

### What can you do?

You can learn practical skills, academic skills and take part in work placements.

### Who will teach you?

A brilliant, friendly, experienced team who will give you great support.

### How many learners in Youthreach?

There are 25 places in the centre and each class group has 6 - 8 learners.

### While learning, you can get:

- Literacy and Numeracy Support
- Career Guidance
- Mentoring

### What do you study?

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

### Where can you move on to?

- Traineeship or Apprenticeship in Midlands Skills Centre
- Further Education or PLC at Tullamore FET Centre
- Source part-time or full-time job employment.

### What else is on offer?

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



Students Chelsea Judge and Kristina Stanley Curran reached the final 9 (out of 3,200 businesses), in the National Final of the Foróige Enterprise Competition (May 2019).

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

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

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



# MOUNT LUCAS

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



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

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

<b>Phase 1</b>	1 – 12 Weeks	Simulated site training at Mount Lucas
<b>Phase 2 &amp; 3</b>	13 – 31 Weeks	Work-based learning
<b>Phase 4 &amp; 5</b>	32 – 50 Weeks	Simulated site training at Mount Lucas

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

**Frequency** 5 days per week

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

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

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

# MOUNT LUCAS

## Construction Skills Certification Scheme (CSCS)

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

### New entrants (4 DAYS)

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

### Experienced Operators (1 DAY)

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

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

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

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

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

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

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

# MOUNT LUCAS

## Health, Safety and Environmental Test

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

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

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

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

**Fee** Each HS&E test costs €50.

## CSCS to CPCS Programme



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

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

You must not already hold a CPCS Plant Operator Card.

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

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

**Frequency** On a continuous basis.

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

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

## Construction Plant Competence Scheme – Renewal of Cards

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

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

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

**Frequency** On a continuous basis.

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

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

# MOUNT LUCAS



## Mobile Elevated Work Platform (MEWP) Training

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

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

### Course Duration

**Novice** 3-day course

**Experienced Non-Certified** 1 day course

## Forklift Training

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

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

### Course Duration

**Novice** 5-day course

**Experienced Non-Certified** 3 day course

## Manual Handling

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

**Course Duration** ½ day

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



# MOUNT LUCAS

## Abrasive Wheel Training

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

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

### Course Duration

**Novice:** 3-day course

**Experienced Non-Certified** 1 day course

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

*“Budget 2020 committed €20m to deliver a new model to group housing upgrades together as set out in the Climate Action Plan, as a first step in developing a national retrofit scheme. Targeted at the Midlands, this will support approximately 340 jobs directly and indirectly, as well as significantly upgrading the quality of social housing stock in the region. A Retrofit Training Programme and National SOLAS NZEB Training Facility was officially launched at Mount Lucas. The Retrofit programme provides access to retraining to former Bord na Móna employees and focuses on retrofit measures.”*

*Extract from Just Transition report – Kieran Mulvey, Just Transition Commissioner*

A six-day NZEB and Retrofitting Programme was launched in March 2020. The purpose of the programme is to equip trainees with the knowledge, skill and competence to select and safely install a range of insulation and draught-proofing systems in the construction environment. The content is delivered in a fully-simulated environment in Mount Lucas, using three state-of-the-art purpose-built Construction rigs. The rigs simulate all aspects of External and Internal Insulation installation, along with draught proofing, Insulation techniques and testing.

The first programme was provided specifically for Bord na Móna employees, whereby trainees were facilitated to be released from their usual work to attend the training. Upon successful completion of this programme, trainees will receive a QQI Level 5 minor award in Thermal Insulation Installation.



**Attic insulation retrofit rig.**

# MOUNT LUCAS



**Simulated building for insulation and draught proofing. (NZEB and Retrofitting Programme)**

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

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

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

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



**Trainee** Tshesko Onema

**Company** Murform Structures Ltd -

Tshesko says: "Completing the course and being given employment by the company that I completed my work experience with has given me a chance to create a future for myself and my family."

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

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



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

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

# MOUNTMELICK

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

**Venue** Mountmellick Further Education and Training Centre

**Frequency** Thursday evening

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

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

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

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

**Venue** Mountmellick Further Education and Training Centre

**Frequency** 6 hours per week - 2 mornings or 2 afternoons

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

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

### Literacy Classes **PART TIME**

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

**Venue** Mountmellick Further Education and Training Centre

**Frequency**

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

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

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

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

# MOUNTMELICK

## FURTHER EDUCATION AND TRAINING CENTRE

### Early Childhood Care and Education

(QQI Level 5 - 5M2009) **PART TIME**

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

**Modules** Child Development | Early Childhood Education and Play | Communications | Child Health and Well Being | Word Processing | Special Needs Assisting | Early Care and Education Practice | Work Experience

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

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

**Venue** Mountmellick Further Education and Training Centre

**Frequency** Monday to Thursday, 9.30am-12.30pm, over 1 year - September 2020

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

**Fee** €100 non-refundable centre registration fee. This course is funded through BTEI – refer to page 117 for eligibility.

*Course completion is reliant on Garda Vetting Process.*

### Early Childhood Care and Education

(QQI Level 6 – 6M2007) **FULL TIME**

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

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

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

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

**Frequency:** 2 evenings per week and a number of Saturdays may be required, over 1 year. September 2020 - May 2021

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

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

*Course completion is reliant on Garda Vetting Process.*

# MOUNTMELICK

## FURTHER EDUCATION AND TRAINING CENTRE

### YOUTHREACH PROGRAMME **FULL TIME**

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

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

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

**QQI Level 4 – Employment Skills & Catering Support** Personal Effectiveness, Work Experience, IT Skills, Short Order Cooking, Kitchen Skills, Arts & Crafts, Health and Fitness, Teamworking, Entrepreneurial Skills, Word Processing, Career Planning, Maths, Communications, Pyrography, Barbering Techniques, National Framework for Teaching Entrepreneurship (NFTE)

The centre also focuses on Non-Accredited Programmes such as: An Gaisce, National Framework for Teaching Entrepreneurship (NFTE), Green Schools Programme, Youth Social Innovators (YSI), Junk Kouture, Summer Programme (x6 Weeks) and many more.

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

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

**Frequency:** 1-3 years

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

**Closing date for applications:**

**Level 5 & 6 Courses:** September 7th, 2020

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





## Testimonial

**Jim Cash**

*Learner*



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

# PORTARLINGTON

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

**Venue** Portarlington Further Education and Training Centre

**Frequency** 1 morning or 1 evening per week, September 2020

**Contact** Deirdre on 057 8661338 or email dbrennan@loetb.ie

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

### Literacy Classes **PART TIME**

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

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

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

**Frequency** 1 morning or afternoon per week

**Contact** Padraig on 057 8661338 or email phennessy@loetb.ie

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

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

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

**Modules** Maths | IT | Communications

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

**Venue** Portarlington Further Education and Training Centre

**Frequency** 3 mornings per week, 9:30am – 11:30am, September 2020

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

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



# PORTARLINGTON

## FURTHER EDUCATION AND TRAINING CENTRE

### Retail Sales Techniques (QQI Level 4) **FULL TIME**

*This Local Training Initiative (LTI) enables people to obtain the skills necessary to re-enter the labour market. This course will also include visual merchandising and window demonstrations.*

**Modules** Retail Sales Techniques | Career Planning | Work Experience | Information Technology | Retail Sales | Customer Service | Workplace Safety | Personal & Interpersonal Skills

**Entry Requirements** The course is primarily aimed at 18-35 year olds.

**Venue** Portarlington Enterprise Centre, Canal Road, Portarlington, Co. Laois

**Frequency** Monday to Friday, commencing 31st August 2020, over 12 weeks

**Contact** Eileen on 057 8670007 / 085 8867945 or email [eidunne@loetb.ie](mailto:eidunne@loetb.ie)

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

### Return to Learning with Introduction to Healthcare

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

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

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

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

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

**Venue** Portarlington Further Education and Training Centre

**Contact** Margaret on 057 8623161 or email [mmorrin@loetb.ie](mailto:mmorrin@loetb.ie)

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

#### **FULL TIME OPTION**

**Frequency** 5 days per week, over 2 years, September 2020.

**Fee** Learners must be eligible under the VTOS Scheme – see page 115.

#### **PART TIME OPTION**

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

**Fee** Learners must be eligible under BTEI - see page 117.

# PORTARLINGTON

## FURTHER EDUCATION AND TRAINING CENTRE

### Return to Learning with IT and Office Administration - General Learning (QQI Level 4 - 4M2010) **FULL TIME or PART TIME**

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

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

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

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

**Venue** Portarlington Further Education and Training Centre

**Contact** Margaret on 057 8623161 or email [mmorrin@loetb.ie](mailto:mmorrin@loetb.ie)

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

#### FULL TIME OPTION

**Frequency** 5 days per week, over 2 years, September 2020.

**Fee** Learners must be eligible under the VTOS Scheme – see page 117.

#### PART TIME OPTION

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

**Fee** Learners must be eligible under BTEI – see page 117.

# PORTARLINGTON

## FURTHER EDUCATION AND TRAINING CENTRE

### Early Childhood Care and Education

(QQI Level 5 - 5M2009) **FULL TIME**

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

**Modules** Child Development | Early Care and Education Practice | Early Childhood Education and Play | Child Health & Well-Being | Work Experience | Special Needs Assisting (SNA) | Communications | Children With Additional Needs

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

**Career Opportunities** Graduates can apply for entry to the Early Childhood Care & Practice QQI Level 6 programme or seek employment within the childcare sector.

**Venue** Portarlington Further Education and Training Centre

**Frequency** 5 days per week, over 1 year – September 2020

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

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

Learners must be eligible under the VTOS Scheme – refer to page 117.

Course completion is reliant on Garda Vetting Process.



Family and friends joined staff members in a 5k/10k run/jog at an LOETB Staff Wellbeing Day in Mount Lucas - April 2019.

# PORTARLINGTON

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

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

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

**Career Opportunities** Successful graduates will be able to obtain employment as healthcare workers in hospitals, nursing homes, community care assistants or apply to third-level Institutions for a Nursing Degree on a competitive basis.

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

**Contact** Margaret on 057 8623161 or email [mmorrin@loetb.ie](mailto:mmorrin@loetb.ie)

#### FULL TIME OPTION

**Frequency** 5 days per week, over 1 year – September 2020

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

Learners must be eligible under the VTOS Scheme - see page 117.

#### PART TIME OPTION

**Frequency** 3 mornings per week, over 2 years – September 2020

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

Learners may be eligible under BTEI Scheme - see page 117.

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

Course completion is reliant on Garda Vetting Process.



Healthcare Support  
QQI Level 5  
Graduates, receiving  
their awards at the  
2019 Annual Awards  
Ceremony.

# PORTARLINGTON

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

**Modules** Information & Administration | Text Production | Word Processing | Work Experience | Communications | Bookkeeping Manual & Computerised | Behavioural Studies | Spreadsheet Methods

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

#### **Progression Options**

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

**Venue** Portarlington Further Education and Training Centre

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

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

#### **FULL TIME OPTION**

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

**Frequency:** 5 days per week, over 1 year – September 2020

**Fee:** Learners must be eligible under the VTOS Scheme – see page 117.

#### **PART TIME OPTION**

**2 streams are offered** Office Administrator and Payroll Assistant (Manual System and Sage Micro Pay Software Package).

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

**Fee** Learners must be eligible under the BTEI see page 117.

Course completion is reliant on Garda Vetting Process.

# PORTARLINGTON

## FURTHER EDUCATION AND TRAINING CENTRE

### Advanced Certificate in Administration Practice - Business

(QQI LEVEL 6 - 6M4985) **FULL TIME or PART TIME**

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

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

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

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

**Venue** Portarlington Further Education and Training Centre

**Contact** Margaret on 057 8623161 or email [mmorrin@loetb.ie](mailto:mmorrin@loetb.ie)

#### FULL TIME OPTION

**Frequency** 5 days per week, over 1 year – September 2020

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

Learners must be eligible under the VTOS Scheme – see page 117.

#### PART TIME OPTION

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

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

Learners must be eligible under BTEI – see page 117.

### Social Care - Social & Vocational Integration

(QQI Level 6 - 6M2218) **PART TIME**

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

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

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

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

**Frequency** 2 days per week (8 hrs.), over 2 years – September 2020

**Venue** Portarlington Further Education and Training Centre

**Contact** Margaret on 057 8623161 or email [mmorrin@loetb.ie](mailto:mmorrin@loetb.ie)

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

Learners must be eligible under BTEI – see page 117.

# PORTARLINGTON

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

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

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

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

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

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

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

#### Entry Requirements

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

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

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

#### Fees

- A €100 non-refundable Portarlington FETC Registration fee, payable by all learners.
- Additional fees are payable directly to the Accounting Technicians Ireland for the cost of the books and materials, examination, exemption and referral fees. Proof of this payment must be presented at registration.
- Portarlington FETC will fund the annual registration fee of €170 to the Accounting Technicians Ireland, on behalf of the learner.
- Learners must be eligible under the VTOS Scheme - see page 117.

#### Fees for non-VTOS eligible learners

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



# PORTARLINGTON

## FURTHER EDUCATION AND TRAINING CENTRE

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

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



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

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

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

#### Fees:

- A €100 non-refundable Portarlington FETC Registration fee, payable by all learners.
- Additional fees are payable directly to the Accounting Technicians Ireland for the cost of the books and materials, examination, exemption and referral fees. Proof of this payment must be presented at registration.
- Portarlington FETC will fund the annual registration fee of €65 to the Accounting Technicians Ireland, on behalf of the learner.
- The Integrated Accounting Systems (Sage) Examination Fee of €120 must be paid to Accounting Technicians Ireland by the learner in November. Proof of this mandatory payment must be presented to Portarlington FETC in early October.
- Learners must be eligible under the VTOS Scheme - see page 117.

#### Fees for non-VTOS eligible learners

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

# PORTARLINGTON



## Lifelong Learning Department Courses

Previously known as Laois Third Level our new Lifelong Learning Department at Portarlington Further Education and Training Centre is able to offer a range of undergraduate and industry recognised professionally certified programmes on a part-time basis.

Together with our education partners, we provide a range of excellent part-time courses for students in the wider Leinster area.

COURSE TITLE	NFQ LEVEL	COLLEGE
Certificate in Public Management	Level 6	IPA/UCD
Diploma in Public Management	Level 6	IPA/UCD
Bachelor of Arts Honours in Public Management	Level 6	IPA/UCD
Certificate in Business Studies	Level 6	IPA/UCD
Diploma in Business	Level 6	IPA/UCD
Bachelor of Business Studies Honours (Accounting)	Level 6	IPA/UCD
Bachelor of Business Studies Honours (Human Resource Management)	Level 6	IPA/UCD
Bachelor of Business Studies Honours (Marketing)	Level 6	IPA/UCD
Diploma in Law Special Purpose Award	Level 6	IPA/UCD
Accounting Technicians Professional Qualifications Year 1 and Year 1	Level 6	IPA/UCD
IPASS Certificate in Payroll Techniques (CPT)	Level 6	IPA/UCD
Certificate in Interpersonal Communications	Level 6	IPA/UCD
Higher Diploma in Relationship Mentoring (HDip)	Level 6	IPA/UCD

For detailed information on Programme content, entry requirements, fees etc.  
Visit [www.portarlingtonfec.ie](http://www.portarlingtonfec.ie) and click on LIFELONG LEARNING DEPARTMENT.

# PORTARLINGTON

## Testimonial

### Jake Kinahan

Office Administration Programme (QQI Level 5)



"Through the help and support of the staff and students at LOETB Portarlinton I was able to complete my studies and begin building a career in Payroll Administration for the National Ambulance Service."

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



# PORTLAOISE

## FURTHER EDUCATION AND TRAINING CENTRE

### Family Learning **PART TIME**

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

**Courses** Irish for Parents | Maths for Parents | Storysacks | Dads and Lads woodwork | Cookery for parents and children | Learn with Lego

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

**Frequency** 6-8 weeks in duration, 1 evening or morning per week - October 2020

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

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

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

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

**Frequency** 6 hrs per week (2 mornings or 2 afternoons) - October 2020 to June 2021

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

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

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

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

**Venue** Portlaoise Further Education and Training Centre

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

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

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

# PORTLAOISE

## FURTHER EDUCATION AND TRAINING CENTRE

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

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

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

**Venue** Portlaoise Further Education and Training Centre

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

**Contact** Padraig on 057 8661338 or email phennessy@loetb.ie

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

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

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

**Venue** Portlaoise Further Education and Training Centre

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

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

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

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

*Computer courses are available from complete beginners right up to advanced levels. Beginner computers will enable you to become familiar with using a computer, learn how to navigate the internet, write an email etc. More advanced options are available in Word Processing, Spreadsheets and Database.*

**Modules** Options from QQI Level 1 to Level 5

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 morning or afternoon per week, over 14 weeks

**Contact** Padraig on 057 8661338 or email phennessy@loetb.ie

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

# PORTLAOISE

## FURTHER EDUCATION AND TRAINING CENTRE

### Art & Design – Explore the Arts (QQI Level 2) **PART TIME**

*This course is for anyone interested in developing their creative side and who has a particular interest in music, drama and art. It is ideally suited to learners with basic literacy skills, who wish to develop these skills in a different way.*

**Modules** Drama | Craft | Music

**Venue** Portlaoise Further Education and Training Centre

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

**Frequency** 3 mornings or afternoons per week, over 30 weeks - October 2020 to June 2021

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

### English and Digital Skills (QQI Level 2) **PART TIME**

*This course is for anyone who is finding it difficult to progress in education due to the gap in their literacy and I.T skills. This course will help you with your reading, writing spellings and I.T skills. Elements of ICT Skills will also be integrated into this course, you will learn how to set up an email account, send emails, type a letter and browse the internet with confidence. This course will help you progress to a Level 3 Programme.*

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

**Frequency:** 2 hours, 1 morning per week - September 2020 to May 2021 (continuous intake)

**Contact:** Debbie 05786 61338 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

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

### Introduction to Sewing and Dressmaking (QQI Level 2) **PART TIME**

*This course is for anyone who would like to improve their reading and writing skills while learning how to sew, starting with the basics and introducing dressmaking skills this course will give you the skills needed to progress to Level 3 Sewing.*

**Modules**

**Craft** September 2020 to January 2021

**Design** January 2021 to May 2021

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 2 hours, 1 morning per week

**Contact** Debbie 05786 61338 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

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

# PORTLAOISE

## FURTHER EDUCATION AND TRAINING CENTRE

### Creative Life Science Programme (QQI LEVEL 2) **PART TIME**

*This course is for anyone who wants to develop their literacy skills and has an interest in gardening, nature and art. Learners will achieve two modules at the end of this course and learn to create a wildflower garden, as part of their project work*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** One mornings per week, over 32 weeks - September 2020 to May 2021

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

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

### Maths Through Darts! (QQI Level 2) **PART TIME**

*Do you want to develop your maths skills? Have you an interest in darts? This Programme will enable you to develop a range of key mathematical skills while having a game of darts with a group of similar adults.*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** Friday morning, 10am to 12pm- September 2020 to May 2021

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

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

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

*This course introduces many aspects of art and design, including sketching, painting and craft making. This is a basic art course that is ideally suited to those who wish to return to education or those who have already completed Level 2 Art and want to continue to improve their literacy skills and confidence in a practical environment.*

**Modules** Art and Design | Pyrography

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 2 afternoons per week, 2pm – 4pm - September 2020 to May 2021

**Contact** Debbie 05786 61338 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

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



# PORTLAOISE

## FURTHER EDUCATION AND TRAINING CENTRE

### Digital Skills (QQI Level 3) **PART TIME**

*This course is for people who would like to improve their digital media and photography skills through the use of social networking sites and storage applications.*

**Modules:**

**Digital Media** September 2020 to January 2020

**Digital Photography** January 2021 to May 2021

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 2.5 hours, 1 morning per week

**Contact** Debbie 05786 61338 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

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

### Employability Skills (QQI LEVEL 3 - 3M0935) **PART TIME**

*This Return to Learning Programme is for people who would like to improve their employment opportunities and/or progress to further education and training programmes. Aimed at early school leavers and people who have been out of education a long time this major award will improve your computer and literacy skills and give you the confidence to progress to further studies.*

**Modules** Communications | Maths | Career Preparation | Retail Skills | Word Processing | Ipad Training | Internet Skills | Office Procedures

*Note Learners can take the above modules at their own pace or complete all modules in a year and then progress to other further education and training programmes.*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 2 – 2.5 hours, 3 mornings per week - September 2020 to May 2021

**Contact** Debbie 05786 61338 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

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

### English/Communications (QQI Level 3) **PART TIME**

*This course helps the learner to improve their personal and workplace communication skills in areas such as reading, writing, using the internet and sending emails.*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 morning/afternoon/evening per week - September 2020

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

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

# PORTLAOISE

## FURTHER EDUCATION AND TRAINING CENTRE

### Information and Communications Technology Programme (QQI Level 3 - 3M0877) **PART TIME**

*This major award is for people with basic computer skills or who have completed a Level 2 Computer course and want to move to the next step and learn more. This programme will give people the skills they need to progress to our Level 4 General Office Skills Programme.*

**Modules** Word Processing | Internet and Email | Computer Literacy | Desktop Publishing | Spreadsheets | Database | (Communications and Maths recommended for early school leavers who want to progress to higher level courses.)

*Note Learners can take the above modules at their own pace or complete all modules in a year and then progress to further education and training programmes.*

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

**Frequency** 2 – 2.5 hours, 3 mornings per week - September 2020 to May 2021

**Contact** Debbie 05786 61338 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

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

### Introduction to Childcare (QQI Level 3) **PART TIME**

*This course is ideal for learners who have an interest in or who want to work in childcare but have left school early and may be returning to education. This course gives learners the option to develop their reading and writing skills while developing skills in the childcare area.*

#### **Modules**

**Caring for Children** September 2020 to January 2021

**Child Development and Play** January 2021 to May 2021

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 9.30am - 12pm, on a Friday morning

**Contact** Debbie 05786 61338 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

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

### Introduction to Office Skills (QQI Level 3) **PART TIME**

*This course is for people who would like to learn basic word processing and office skills.*

#### **Modules**

**Word Processing** September 2020 to January 2021

**Office Procedures** January 2021 to May 2021

**Venue** Portlaoise Further Education and Training Centre

**Frequency** Thursday 9.30am - 12pm

**Contact** Debbie 05786 61338 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

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

# PORTLAOISE

## FURTHER EDUCATION AND TRAINING CENTRE

### Maths (QQI Level 3) **PART TIME**

*This course is ideal for anyone who wants to build on their basic maths skills. It covers fractions, decimals, percentages, money, area and volume, solving basic equations and collecting and interpreting data.*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 morning or afternoon per week, over 16 weeks - September 2020

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

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

### Personal and Interpersonal Skills (QQI Level 3) **PART TIME**

*This course is for anyone who would like to improve their reading and writing skills while working on self-development, exploring their personal interests, strengths and weaknesses and learning how to improve their confidence and take the next step in education. This course is delivered through themes such as career preparation and health and fitness.*

**Module** Personal and Interpersonal Skills

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 2 hours, 1 morning per week - September 2020 to May 2020

**Contact** Debbie 05786 61338 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

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

### Science and Engineering Programme (QQI Level 3 - 3M0829) **PART TIME**

*This major award is for anyone who has an interest in working towards a career in engineering or who wants to get a qualification in this area. It is ideally for people who left school early or who have been out of education a long time. Literacy, Math and Physics will be integrated into this programme, but the overall focus will be on developing practical skills.*

**Modules** Communications | Maths | Electrical Skills | Four Stroke Engine Maintenance | Electronics | Physics | Word Processing

*Note Learners can take the above modules at their own pace or complete all modules in a year and progress on to further education and training programmes*

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 evening and 1 morning per week - September 2020 to May 2021

**Contact** Debbie 05786 61338 or email [dlooby@loetb.ie](mailto:dlooby@loetb.ie)

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

# PORTLAOISE

## FURTHER EDUCATION AND TRAINING CENTRE

### Office Skills (QQI Level 4 - 4M2070) **PART TIME**

*This major award is an entry point for adults who wish to gain a qualification in Office Skills in order to work in the area or progress to a Level 5 Programme. All learners are offered our study skills module as part of this course.*

**Modules** General Office Skills | Bookkeeping | Business English | Maths | Business Calculations | Customer Service | Work Experience | Personal Effectiveness | Computer Applications | Communications | Information Technology Skills

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 3 days per week 9:30am – 2:30pm, over 32 weeks – September 2020

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

**Fee** Learners who are eligible for BTEI will be exempt from fees, refer to page 117 for eligibility.

### Business Administration (QQI Level 5 - 5M2468) **PART TIME**

*This major award is delivered over two years and is for those who want to gain a qualification in this area and wish to pursue a career in the business sector. Learners gain skills to enable them to work in a range of areas such as in office environments, in bookkeeping and accounts and in I.T.*

**Modules** Communications | Bookkeeping Manual and Computerised | Payroll | Word Processing Business Administration Skills | Marketing Practice | Accounting Manual and Computerised | Work Experience

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 day per week 9:30am – 4:30pm, over 2 years

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

**Fee** Learners eligible for BTEI will be exempt from fees, refer to page 117 for eligibility.

# PORTLAOISE

## FURTHER EDUCATION AND TRAINING CENTRE

### YOUTHREACH PROGRAMME **FULL TIME**

The Youthreach Programme aims to provide quality education for young people in a supportive setting. All learners are afforded the opportunity to explore and achieve their potential in a safe, respectful, inclusive & positive learning environment. The Programme supports learners in developing the confidence to make positive life choices. The Programmes we offer are flexible in nature & provide learners with a well-rounded, integrated general education, vocational training & work experience.

#### The Centre offers the following QQI Major Awards & Support Services:

**QQI Level 3 – Employability Skills** Communications | Pyrography | Mathematics | Art & Design | Career Preparation | Health & Fitness | Internet Skills | Computer Literacy | Breads Pastry & Desserts

**QQI Level 4 – Employment Skills** Communications | Career Planning | Entrepreneurial Skills | Customer Service | Maths | Teamworking | IT Skills | Computer Applications | Graphic Design | Short Order Cookery | Art | Health & Fitness | Pyrography

#### Support Services: Guidance Service and Learner Support Service

Learners at Youthreach Portlaoise also have the opportunity to become involved in the National Framework for Teaching Entrepreneurship (NFTE). Additionally, learners participate in various community work, sporting excursions & educational trips.

**Entry Requirements** The Youthreach Programme is open to young people aged 16 – 20 who have left school early and have few or no qualifications.

**Venue** Portlaoise Further Education and Training Centre

**Frequency** 1 – 3 years (Full Time)

**Contact** Anne Malone on 057 8681005 or email [amalone@loetb.ie](mailto:amalone@loetb.ie)

## Testimonial

### Cathy Clear

Office Administration Programme (QQI Level 5)

*“I could not read and write and a friend of mine asked me if I ever considered going back to education. We soon discovered Portlaoise Further Education Training Centre and Lisa Mc Evoy arranged a meeting for me with Padraig. I was really nervous and couldn't go on my own. My friend came with me. After a chat and small assessment, Padraig found me a suitable tutor, Seamus. I was shaking to bits with nerves, thinking about meeting Seamus. After our initial meeting, I soon began to relax – it wasn't like school. Two years later, I eventually received my QQI awards in reading and writing. I have become so confident and am now completing my major award, which includes computers. I can recommend further education to anyone who has a problem with reading, writing or education – even if you lack confidence. You can start at any age, I started at 66 yrs. All you have to do is take the first step, and then the help and support takes over.”*

*Excerpt from Cathy Clear's speech, at the Annual Awards Ceremony.*



# PORTLAOISE

## NATIONAL LEARNING NETWORK

### National Learning Network

Investing in People, Changing Perspectives

Dublin Road, Portlaoise

The National Learning Network (NLN) in Portlaoise provides a range of free courses to people who have had an accident, illness, injury, disability or have additional support needs. The course are tailored to each learner's needs, to help them in building their confidence while acquiring practical job-seeking skills to assist them to secure employment or progress on to further education or training.

For further information, contact Eileen Dunne on 057 8670007, Mobile 085 8867945 or Email [eidunne@loetb.ie](mailto:eidunne@loetb.ie)

#### Transition (QQI Level 3 - 3M0935) FULL TIME

This course helps the learner to identify strengths and goals for the future as well as explore employment or further training opportunities in areas such as Office & Administration, Retail, Catering and Hospitality.

The National Learning Network provides access to psychological supports, one to one coaching and a personal development and training plan to help with any additional support needs required.

**Modules** Application of Number | Health and Safety Awareness | Work Experience | Health and Fitness | Spreadsheets | Culinary Operations | Desktop Publishing | Personal and Interpersonal Skills | Word Processing Personal Care and Presentation

#### Kickstart (QQI Level 4) FULL TIME

Learners on this course can explore options for work or further education/training whilst gaining a QQI Level 4 award. Split over three phases, Kickstart will offer optional training modules in areas such as hospitality/catering, retail skills and IT/office administration whilst gaining practical work experience with an employer. Skills are acquired through a combination of practical demonstration, instruction, supervised practice and work experience.

**Modules** Workplace Resilience | Communications | Career Coaching | Confidence Building | There will also be additional modules specific to your chosen career.

#### Major Awards

You can choose from a number of major awards at QQI Level 4 which include:

- General Learning (4M2010)
- Office Skills (4M2070)
- Retail Skills (4M1998)
- Catering Skills (4M2805)

# PORTLAOISE

## NATIONAL LEARNING NETWORK

### Employer Based Training (EBT)

(QQI Level 4 - 4M0857) **FULL TIME**

*This course focuses on supporting people back into the workforce. Learners will gain key transferable employment skills that aim to enable them to progress to employment. Work placement is a key part of EBT- Learners participate in work experience in their chosen area of work on a weekly basis.*

**Modules** Business English | Career Planning | Communications | Functional Maths | Handling Food Hygienically | Computer Applications | Customer Service | Information Technology Skills | Personal and Interpersonal Development | Work Experience | Workplace Safety

### BTEI Night Classes

**Venue** Portlaoise FET Centre, Portlaoise

**Contact** Reception 0578661338 or email [portlaoisefet@loetb.ie](mailto:portlaoisefet@loetb.ie)

**Fee** Fees vary depending on each course, check with the Centre.

Course	Start	Time	Day	Duration	Fees
<b>COMPUTERS</b>					
Beginner Computers	Sept. '20	6:30-9:30pm	Mon	14 weeks	Free
Learn to use your Smartphone	Sept. '20	6:30-9:30pm	Tues	14 weeks	Free
<b>QQI Level 3</b>					
Word Processing	Sept. '20	6:30-9:30pm	Wed	14 weeks	Free
Social Media for Business	Oct. '20	6:30-9:30pm	Wed	14 weeks	Free
Spreadsheets	Jan. '21	6:30-9:30pm	Wed	14 weeks	Free
<b>CHILDCARE</b>					
<b>QQI Level 5</b>					
Special Needs Assisting	Sept. '20	6:30-9:30pm	Wed	14 weeks	€25



# PORTLAOISE

## BTEI NIGHT CLASSES

Course	Start	Time	Day	Duration	Fees
<b>CHILDCARE</b>					
<b>QQI Level 6</b>					
Childhood Social Legal & Health Studies	Nov. '20	6:30-9:30pm	Mon & Wed	7 weeks	€70
Special Needs Assisting	Jan. '21	6:30-9:30pm	Wed	14 weeks	€70
<b>HEALTHCARE</b>					
<b>QQI Level 4</b>					
Introduction to Healthcare	Sept. '20	6:30-9:30pm	Tues	14 weeks	€25
<b>QQI Level 5</b>					
Infection Prevention & Control	Sept '20	6:30-9:30pm	Mon & Wed	7 weeks	€25
Work Experience	Sept '20	6:30-9:30pm	Mon & Wed	7 weeks	€25
Care Skills	Nov. '20	6:30-9:30pm	Mon & Wed	7 weeks	€25
Palliative Care	Nov. '20	6:30-9:30pm	Tues	14 weeks	€25
Care Support	Jan. '21	6:30-9:30pm	Mon & Wed	7 weeks	€25
Team Working	Jan. '21	6:30-9:30pm	Mon & Wed	7 weeks	€25
Care of the Older Person	Apr. '21	6:30-9:30pm	Mon & Wed	7 weeks	€25
Safety & Health at Work	Apr. '21	6:30-9:30pm	Mon & Wed	7 weeks	€25
<b>BUSINESS &amp; COMPUTERS</b>					
<b>QQI Level 5</b>					
Payroll Manual & Computerised (Sage)	Sept. '20	6:30-9:30pm	Mon & Wed	14 weeks	€25
Manual & Computerised Accounts (Sage)	Jan. '21	6:30-9:30pm	Mon & Wed	14 weeks	€25

# PORTLAOISE

## BTEI NIGHT CLASSES

Course	Start	Time	Day	Duration	Fees
HOBBY & RECREATIONAL COURSES					
Art	Jan. '21	7.00-9:00pm	Mon	6 weeks	€75
Dress Making	Jan. '21	7.00-9:00pm	Tues	10 weeks	€100
Irish	Jan. '21	7.30-9:00pm	Mon	6 weeks	€60
Mindfulness	Jan. '21	7.00-8:30pm	Mon	6 weeks	€60
MS Excel	Jan. '21	6.30-8:30pm	Tues	6 weeks	€75
Spanish	Jan. '21	7.00-9:00pm	Mon	6 weeks	€75
Aromatherapy	Jan. '21	7.00-9:00pm	Mon	6 weeks	€75

**Note:** Childcare QQI modules will be deactivated by June 2021. Therefore, in order to achieve a Major Award, modules must be completed before then.

€25 Certification fee may apply for QQI accredited courses.

Courses are available to those employed and unemployed.

# PORTLAOISE

## PORTLAOISE INSTITUTE

### Certificate in Applied Social Studies

(QQI Level 5 - 5M2181) **FULL TIME**

*This course is designed to enable learners to develop the knowledge and skills relevant for careers in youth, community and social work, pastoral care, care provision and teaching.*

**Progression Options** Successful QQI Level 5 Award holders may apply for places in third-level Colleges.

**Modules** Psychology | Social Studies | Intercultural Studies | Equality & Disability | Care Support Communications | Human Growth and Development | Word Processing | Work Experience

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

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2020

**Contact** Proinnsais on 057 8621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fee** PLC fees are outlined on page 118.

### Certificate in Business Studies, with IT Skills

(QQI Level 5 - 5M2102) **FULL TIME**

*The aim of this course is to provide learners with the skills and knowledge to effectively respond to everyday business situations. Learners will be eligible to work in a wide range of business organisations upon completion of the course.*

**Progression Options** Learners who successfully complete this course may apply to Third-level Institutes and Colleges through the QQI Higher Education Links Scheme.

**Modules** Business Administration | Applied Economics | Digital Marketing | Communications | Work Experience | Bookkeeping – Manual & Computerised | Database Methods | Text Production | Word Processing

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

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2020

**Contact** Mary on 057 8621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fee** PLC fees are outlined on page 118.

# PORTLAOISE

## PORTLAOISE INSTITUTE

### Certificate in Childhood Studies, with Special Needs

**Assistant - Early Childhood Care & Education (QQI Level 5 - 5M2009) FULL TIME**

*This course is designed to develop the communication, intellectual, practical and caring skills essential for people working with children (0-6 years). This course offers the opportunity to gain a Childcare and Special Needs Assistant qualification.*

**Progression Options** Successful QQI Level 5 Award holders may apply for places in third-level Colleges. Learners may also progress onto the Advanced Certificate in Supervision in Childcare – QQI Level 6.

**Modules** Child Development | Early Childhood Education and Play | Early Care and Education Practice | Children with Additional Needs | Child Health and Well Being | Customer Service | Safety & Health at Work | Word Processing | Work Experience

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

**Venue** Portlaoise Institute

**Frequency** 5 days per week, 4 days classroom based, with 1 day on work experience - September 2020

**Contact** Sandra on 0578621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fee** PLC fees are outlined on page 118.

### Certificate in Community Health Services, with Psychology (QQI Level 5 – 5M4468) FULL TIME

*This course is aimed at learners who wish to gain an initial qualification in one of the many areas of social studies.*

**Progression Options** Learners who successfully complete this course may apply to third-level Institutes and Colleges through the QQI Higher Education Links Scheme and CAO.

**Modules** Mental Health Awareness | Psychology | Safety and Health at Work | Communications | Work Experience | Child Development | Behavioural Studies | Text Production | Family Studies | Child Health and Well Being | Understanding Special Needs

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

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2020

**Contact** Keith on 057 8621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fee** PLC fees are outlined on page 118.

# PORTLAOISE

## PORTLAOISE INSTITUTE

### Certificate in Computer Science (QQI Level 5 - 5M0529) **FULL TIME**

*This course in Computer Science is designed to enable learners gain a broad understanding of Information Technology. It is aimed at learners of Leaving Certificate standard and leads to a QQI Level 5 Certificate in Software Development.*

**Progression Options** Learners who successfully complete this course may gain entry to third-level Institutes and Colleges through the QQI Higher Education Links Scheme or on the basis of mature learner status. Learners typically go on to further study in colleges such as Carlow and Athlone IT and in some cases set up their own web business or progress directly to employment.

**Modules** Fundamentals of Object Orientated Programming | Software Architecture | Communications | Work Experience | Database Methods | Web Authoring | Programming & Design Principles | Spreadsheets Methods | Mathematics for IT

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

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2020

**Contact** Darren on 057 8621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fee** PLC fees are outlined on page 118.

### Certificate in Digital Creative Media, with Animation (QQI Level 5 - 5M5048) **FULL TIME**

*This course enables learners to develop their observational skills, to explore creativity and personal expression through a broad range of creative digital processes including drawing, animation drawing, computer illustrated graphics, digital photography, graphic design, Photoshop and web authoring.*

**Progression Options** Learners who successfully complete this course can apply for courses in AIT, IADT, Clonmel LIT, CIT, etc.

**Modules** Digital Movie Processing | Computer Illustrated Graphics | Digital Marketing | Animation Drawing Studies | Digital Photography | Graphic Design | Image Processing | Customer Service | Work Experience

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

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2020

**Contact** Sean on 057 8621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fee** PLC fees are outlined on page 118.

# PORTLAOISE

## PORTLAOISE INSTITUTE

### Certificate in Engineering Technology (QQI Level 5 - 5M2061) **FULL TIME**

*This Engineering course aims to equip learners with the necessary practical skills for employment in the engineering industry or as a foundation for learners who wish to pursue further studies in electronic or mechanical engineering in a third-level Institution.*

**Progression Options** A range of programmes at Higher Level Institutions, including Apprenticeships in the areas of mechanical and electrical engineering.

**Modules** Engineering Workshop Processes | Customer Service | Mathematics | Work Experience | Computer Aided Draughting (2D) | Materials Science | Safety & Health at Work | Engineering Workshop Theory | Word Processing

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2020

**Contact** Fintan on 057 8621480 or email portlaoiseinstitute@loetb.ie

**Fee** PLC fees are outlined on page 118.

### Certificate in Exercise & Fitness Instruction – **FULL TIME** Leisure Management - Sports Recreation and Exercise (QQI Level 5 - 5M5146)

*This course has been developed to provide graduates with a broad knowledge and practical-skills base, including the exciting new opportunity to take their professional gym instructor qualification to either gain employment or progress to higher education.*

**Progression Options** Learners are eligible to apply for places on a wide range of Higher Certificate and Degree Courses through the 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 | Customer Service | Work Experience | Leisure Facility Administration | Sport Anatomy & Physiology | Exercise and Fitness | Sport and Injury Prevention | Adventure Activities | Word Processing

#### **Additional Awards:**

- Certificate in Emergency First Responders (at an additional cost)
- ITEC Certificate in Gym Instruction
- Physical Activity Leaders Award – Irish Sports Council

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

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2020

**Contact** Sandra on 057 8621480 or email portlaoiseinstitute@loetb.ie

**Fee** PLC fees are outlined on page 118.

# PORTLAOISE

## PORTLAOISE INSTITUTE

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

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

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

**Modules** Care Support | Safety & Health at Work | Care Skills | Teamworking | Work Experience | Infection Prevention and Control | Care of the Older Person | Palliative Care Support | Occupational First Aid | Word Processing

**Additional Awards:** Certificate in Patient Handling (at an additional cost) | Certificate in Emergency First Responders (at an additional cost)

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

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2020

**Contact** Breda on 057 8621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fee** PLC fees are outlined on page 118.

*Course completion is reliant on Garda Vetting Process.*

### Certificate in Nursing Studies (QQI Level 5 / 5M4349) **FULL TIME**

*This course aims to provide the learner with the necessary knowledge and experience to pursue a nursing career at third-level. It will also provide learners with the necessary skills and knowledge to enable them to work as a Healthcare Assistant in hospitals and in nursing homes.*

**Progression Options** Successful graduates of this course may apply for places in Nursing at third-level Colleges and Universities in Ireland and the UK.

**Modules** Anatomy and Physiology | Human Growth and Development | Nursing Theory & Practice | Care Skills | Care of the Older Person | Infection Prevention and Control | Occupational First Aid | Communications | Word Processing | Work Experience

**Additional Awards:** Certificate in Emergency First Responders (at an additional cost) | Certificate in Patient Handling (at an additional cost)

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

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2020

**Contact** Dolores on 057 8621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fee** PLC fees are outlined on page 118.

*Course completion is reliant on Garda Vetting Process.*



# PORTLAOISE

## PORTLAOISE INSTITUTE

### Certificate in Nursing Studies, with Midwifery (QQI Level 5 / 5M4349) **FULL TIME**

*This course aims to give learners the opportunity to gain employment with the HSE, private agencies or nursing homes in the Healthcare sector. It will also enable learners to explore whether the pre-hospital care field is a suitable area for them, while gaining essential life skills in a structured programme. Learners may also progress to further study through the Higher Education Links Scheme both in Ireland and the UK in Healthcare, Paramedic or Nursing.*

**Progression Options** Learners who successfully complete this course may apply to third-level Institutes and Colleges through the QQI Higher Education Links Scheme and CAO.

**Modules** Anatomy and Physiology | Human Growth and Development | Nursing Theory & Practice | Care Skills | Maternity Care Support | Customer Service | Care of the Older Person | Infection Prevention and Control | Work Experience

**Additional Certifications:** First Aid Response | Patient & Manual Handling

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

**Venue** Portlaoise Institute

**Frequency** 5 days per week – September 2020

**Contact** Keith on 0578621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fee** PLC fees are outlined on page 118.

### Certificate in Pre-Paramedic Studies - Health Service Skills (QQI Level 5 - 5M3782) **FULL TIME**

*This course is designed to give learners the opportunity to gain employment with the HSE, private agencies or nursing homes in the Healthcare sector. It also enables learners to explore whether the pre-hospital care field is a suitable area for them, while gaining essential life skills in a structured programme.*

**Progression Options:** Successful QQI Level 5 Award holders may also progress to further study through the Higher Education Links Scheme in Ireland and Healthcare Paramedics or Nursing in the UK.

**Modules:** Emergency Department Care Skill | Palliative Care Support | Care of the Older Person Care Support | Teamworking | Infection Prevention and Control | Word Processing | Work Experience | Care Skills |

**Additional awards:** Certificate in Emergency First Responders (at an additional cost)  
Certificate in Patient Handling (at an additional cost)

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

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2020

**Contact** Patricia on 057 8621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fee** PLC fees are outlined on page 118.

# PORTLAOISE

## PORTLAOISE INSTITUTE

### Certificate in Security Studies, with Criminology (QQI Level 5 - 5M2110) **FULL TIME**

*This course leading to a QQI Level 5 Certificate in Security Studies is designed to prepare learners for employment in the highly specialised security industry. It introduces the learner to a range of personal and professional qualities required of a security person, an understanding of the relevant legislation, regulations and standards in the Irish private security industry and the skills necessary to obtain employment in the industry.*

**Progression** Previous learners have achieved direct employment in static guarding, mobile security patrols, retail security and security for special events. Learners have also gained entry into the Defence Forces and the Irish Navy. This course gives the learner a valuable insight on how to set up your own security company. Learners who successfully complete this course may apply to the Garda Síochána, Prison Service, third-level Institutes and Colleges through the QQI Higher Education Links Scheme. Learners who complete this award are eligible to apply for membership of the Private Security Authority of Ireland (PSA).

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

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

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2020

**Contact** Will on 057 8621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fee** PLC fees are outlined on page 118.

*Course completion is reliant on Garda Vetting Process.*

### Certificate in Hairdressing (QQI Level 5 - 5M3351) **FULL TIME**

*This full-time intensive course in Hairdressing is designed to provide learners with the professional techniques and related knowledge required for employment in the specialized Hairdressing industry. Learners will gain recognized professional qualifications. The course provides a learning environment for both theory and practical skills in a modern fully equipped college hairdressing salon.*

**Progression Options** Having successfully completed this Certificate, learners may progress to the Advanced Certificate in Hairdressing course, also provided at the Institute. Learners may also enter employment in the Hairdressing industry.

**Modules** Hairdressing Theory and Practice | Hairdressing Science | Customer Service | Safety & Health at Work | Work Experience | Beauty Industry Ethics and Practice | Personal Effectiveness | Creative Styling

**Additional Award:** Department of Education and Skills: Junior Trade Certificate in Hairdressing

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

**Venue** Portlaoise Institute

**Frequency** 5 days per week: 4 days classroom-based, with 1 day on work experience - September 2020

**Contact** Julia on 057 8621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fees** are outlined on <http://www.portlaoiseinstitute.ie/faq>

# PORTLAOISE

## PORTLAOISE INSTITUTE

### Advanced Certificate in Hairdressing **FULL TIME**

The Advanced Certificate in Hairdressing is specially designed for learners who wish to pursue their career in hairdressing, having successfully completed the Certificate in Hairdressing course. This course requires college attendance and salon experience. Learners will gain internationally recognized professional qualifications. It is a full-time intensive course including practical industry experience. Learners can develop their skills to an advanced level with emphasis on creativity. The course provides a learning environment for both theory and practical skills in a modern fully equipped hairdressing salon.

**Modules** Hairdressing Theory and Practice | Hairdressing Science | Work Experience | Barbering Techniques | Bridal Hair | Personal Health & Wellbeing | Human Resources

#### Awards

- Department of Education and Skills: Senior Trade Certificate in Hairdressing
- ITEC International Diploma in Hairdressing
- QQI Level 5: Barbering Techniques - Minor Award

**Progression** Having successfully completed the Advanced Certificate in Hairdressing course, learners may enter employment in the Hairdressing Industry as a stylist.

**Entry Requirements** The Advanced Certificate in Hairdressing is aimed at learners who have successfully completed the Certificate in Hairdressing. Learners with relevant industry experience are assessed on their merits, therefore do not require the above certification.

**Venue** Portlaoise Institute

**Frequency** 5 days per week: 3 days classroom-based, with 2 days on work placement - September 2020

**Contact** Julia on 057 8621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fees** are outlined on <http://www.portlaoiseinstitute.ie/faq>

### Diploma in Beauty Therapy **FULL TIME**

This is a one-year full time course with practical experience. It leads to an internationally recognised Professional Qualification. It is ideal for those who wish to pursue a career in Beauty Therapy and the beauty related industry. Learners will work with professional skincare and make up products during their training. Learners will need to attend salons/ spas for work experience during their training course.

**Modules** Anatomy & Physiology | Skincare & Eye Treatments | Electrical Treatments | Makeup | Waxing | Manicure and Pedicure | Professional Conduct & Business Awareness | Work Experience

#### Awards

- Diploma in Beauty Specialists – ITEC, CIBTAC Award
- Diploma in Facial Electrical Treatments – ITEC, CIBTAC Award

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

**Venue** Portlaoise Institute

**Frequency** 5 days per week - September 2020

**Contact** Doireann on 057 8621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fees** are outlined on <http://www.portlaoiseinstitute.ie/faq>

Modules and Examining Bodies subject to change.

# PORTLAOISE

## PORTLAOISE INSTITUTE

### Advanced Diploma in Beauty Therapy **FULL TIME**

*This is a one-year course with practical experience leads to an internationally recognised professional qualification. A pre-requisite for progression onto this course is dependent on attainment of CIBTAC and/or ITEC Beauty Specialist and Facial Electrical treatments and successful completion of an interview. Learners will need to attend salons/spas for work experience throughout the course.*

**Modules** Anatomy and Physiology | Figure Analysis | Diet & Exercise | Body Electrical Treatments | Swedish Massage | Cosmetic Chemistry/Dermatology | IPL/Laser | Reflexology | Work Experience

#### **Awards**

- Diploma in Body Treatments – ITEC Award
- Diploma in Reflexology – ITEC Award
- Diploma in Body Therapy – CIBTAC Award

**Awarding Bodies:** CIDESCO – CIBTAC – ITEC

**Entry Requirements** Leaving Certificate or equivalent standard of education. Applicants must have completed Year 1 in Beauty Therapy in order to progress to Year 2.

**Venue** Portlaoise Institute

**Frequency** 5 days per week, 2 of which are work placement – commencing September 2020

**Contact** Doireann on 057 8621480 or email [portlaoiseinstitute@loetb.ie](mailto:portlaoiseinstitute@loetb.ie)

**Fees** are outlined on <http://www.portlaoiseinstitute.ie/faq>

*Modules and Examining Bodies subject to change.*

### **Closing date for applications:**

**Full time courses: August 31st, 2020**

**Late applications may be accepted after these dates, subject to places being available.**

- All applicants must apply on line to [www.portlaoiseinstitute.ie](http://www.portlaoiseinstitute.ie)
- All applicants are subject to an assessment in English.
- Computer Science & Engineering applicants must complete an assessment in Maths.
- Course fees & modules are subject to change.
- Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.

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



# PORTLAOISE

PORTLAOISE INSTITUTE



Learners enjoying their two-week Erasmus Work Placement in Malaga, Spain.



Juliette O'Connell, from Breast Cancer Ireland, spoke to learners and teachers on the importance of breast health. The Learners subsequently organised a coffee morning and raised €953.36 for Breast Cancer Ireland.

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Basic Computers **PART TIME**

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

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning & evening per week

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

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

### Basic Cooking **PART TIME**

This course will be of interest to those who would like to get to grips with basic cooking skills. It is a basic nutrition and cookery course that shows how healthy eating is important and helps with planning meals on a budget. It is a fun and interactive way to learn about food we eat, as well as picking up some clever cooking tips. On completion of this course the learner can progress on to a Level 2 Food and Nutrition Programme.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning per week, over 14 weeks

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

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

### Basic Sewing **PART TIME**

This course is for anyone with an interest in the craft of sewing and all its basic skills. It covers basic sewing equipment, the sewing machine and hand stitching. You can find out how to use various sewing tools correctly and work on a sewing project that incorporates the skills you have learned. On successful completion of this course, learners can move on to QQI Level 2 Craft Module.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning per week, over 32 weeks

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

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



# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Testimonial



#### **Thomas Campbell** *Learner*

*"From the very first day I came to the Tullamore FET Centre and spoke with Alison I have been encouraged every step along my learning journey. I currently attend several courses and enjoy participating in each one of them. I have made such great progress and my confidence and self-belief has grown way beyond my expectations. As a result, I am an active Student Support Committee member of NALA, the National Adult Literacy Agency and also a member of the Student Council with Tullamore FETC."*

### Driver Theory Test Preparation **PART TIME**

*This course is designed to help people prepare for the Driver Theory Test by going through the Driver Theory CD on the computer and taking the practice tests. Please note it is up to participants to book their own Driver Theory Test.*

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning per week - over 32 weeks

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

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

### Dyslexia Workshop **PART TIME**

*This workshop is for anyone who has Dyslexia and who wishes to learn about useful techniques, apps and other supports that they can use to make studying easier. A screening test service is also available at the Centre, for anyone who feels they may have dyslexia.*

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning per week - over 32 weeks

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

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

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

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

*This course aims to enable the learner to communicate socially and in work-related tasks in English. Levels available range from beginner to upper intermediate English.*

**Venue** Tullamore Further Education and Training Centre

**Frequency** 2 mornings & 1 evening per week - over 32 weeks

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

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

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

*This course is intensive and enables the learners to engage in project work alongside the academic. It offers learners 6 hours tuition each week over 32 weeks, helps greatly with language acquisition and gives space for learners' creative side to shine.*

**Venue** Tullamore Further Education and Training Centre

**Frequency** 2 mornings per week, over 32 weeks

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

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

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

*Leaving Certificate English is an excellent standard to achieve for anyone wishing to improve their employment prospects or to gain a pathway to other further education programmes at QQI Levels 4 or 5. You can study the programme in a small group setting and sit the exam in June 2021.*

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning per week

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

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



# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Reading Workshops **PART TIME**

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

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning/evening per week, over 32 weeks

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

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

### English and Digital Skills (QQI Level 2) **PART TIME**

*This course is for anyone who is finding it difficult to progress in education due to the gap in their literacy and computer skills. This course will help you with your reading, writing, spellings and computer skills. Elements of ICT Skills will also be integrated into this course, you will learn how to set up an email account, send emails, type a letter and browse the internet with confidence. This course will help you progress to a QQI Level 3 Programme.*

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning per week, September 2020 to May 2021 (continuous intake)

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

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

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

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

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning or evening per week

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

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

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Introduction to Sewing and Dressmaking (QQI Level 2) **PART TIME**

*This course is for anyone who would like to improve their reading and writing skills while learning how to sew, starting with the basics and introducing dressmaking skills this course will give you the skills needed to progress to Level 3 Sewing.*

**Modules** Craft | Design

**Venue** Tullamore Further Education and Training Centre

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

**Craft** - September 2020 to January 2021

**Design** - January 2021 to May 2021

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

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

### Creative Life Science Programme (QQI Level 2) **PART TIME**

*This course is for anyone who wants to develop their literacy skills and has an interest in gardening, nature and art. Learners will achieve two modules at the end of this course and learn to create a wildflower garden, as part of their project work.*

**Venue** Tullamore Further Education and Training Centre

**Frequency** One mornings per week, over 32 weeks - September 2020 to May 2021

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

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

### Mathematics (QQI Level 2) **PART TIME**

*This course is suitable for the learner who struggles with some of the mathematical concepts. You will learn to improve the basic skills of adding, subtracting, multiplying and dividing. You will begin to see more clearly how maths function in our everyday lives.*

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning or evening per week

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

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

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Visual Art (QQI Level 2) **PART TIME**

*This course offers learners the opportunity to experiment and explore their creative side using a range of different types of art media/materials such as oil paints, watercolours, inks, pastels, clay and charcoal. It is a great introduction to the world of art and no previous experience is needed.*

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 evening per week, September 2020 to May 2021

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

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

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

*This course introduces many aspects of art and design, including sketching, painting and craft making. This is a basic art course that is ideally suited to those who wish to return to education or those who have already completed Level 2 Visual Art and want to continue to improve their literacy skills and confidence in a practical environment.*

**Modules** Art and Design

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 afternoon per week, 2pm – 4pm, January to May 2021

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

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

### Digital Skills (QQI Level 3) **PART TIME**

*This course is for people who would like to improve their digital media and photography skills, through the use of social networking sites and storage applications.*

**Modules** Digital Media | Digital Photography

**Venue** Tullamore Further Education and Training Centre

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

**Digital Media** - September 2020 to January 2020

**Digital Photography** - January 2021 to May 2021

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

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

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Employability Skills (QQI Level 3 - 3M0935) **PART TIME**

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

**Modules** Communications | Maths | Career Preparation | Retail Skills | Word Processing | Ipad Training | Internet Skills | Office Procedures

**Note** Learners can take the above modules at their own pace or complete all modules in one year and then progress to other further education and training programmes.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 2.5 hours, 3 mornings per week, September 2020 to May 2021

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

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

### Information and Communications Technology Programme (QQI Level 3 - 3M0877) **PART TIME**

*This programme is for people with basic computer skills or who have completed a Level 2 Computer course and want to move to the next step and learn more. This programme will give people the skills they need to progress to our Level 4 General Office Skills Programme.*

**Modules** Word Processing | Internet and Email | Computer Literacy | Desktop Publishing | Spreadsheets | Database

**Note:** Communications and Maths are also recommended for early school leavers and for those with literacy difficulties. Learners can take the above modules at their own pace or complete all modules in a year and progress on to further education and training programmes.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 2.5 hours, 3 mornings per week - September 2020 to May 2021

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

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

### Introduction to Art (QQI Level 3) **PART TIME**

*This course is for people who wish to develop basic skills in art and design.*

**Modules** Drawing | Mosaics | Stained Glass

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 day per week, 9.30am - 3pm, September 2020 to April 2021

**Contact** Maura on 057 93 49424 or email mburke@loetb.ie

**Fee** Materials fee to be confirmed.

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Introduction to Cookery and Hospitality

(QQI Level 3) **PART TIME**

*This course is for people who would like an opportunity to develop practical skills within the hospitality industry. The learner will also be introduced to a broad spectrum of areas relating to working in a professional environment.*

**Modules** Bread, Pastry & Desserts | Breakfast Cookery | Health & Safety Awareness | Nutrition & Healthy Options | Culinary Operations

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 day per week, 9.30am - 3pm, September 2020 to April 2021

**Contact** Maura on 057 93 49424 or email mburke@loetb.ie

**Fee** Materials fee to be confirmed.

### Introduction to Craft (QQI Level 3) **PART TIME**

*This course is for people who wish to explore a range of craft materials and techniques.*

**Modules** Sewing | Patchwork | Applique

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 day per week, 9.30am - 3pm, September 2020 to April 2021

**Contact** Maura on 057 93 49424 or email mburke@loetb.ie

**Fee** Materials fee to be confirmed.

### Introduction to Office Skills (QQI Level 3) **PART TIME**

*This course is for people who would like to learn basic word processing and office skills.*

**Modules** Word Processing | Office Procedures

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning per week

**Word Processing** - September 2020 to January 2020

**Office Procedures** - January 2021 to May 2021

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

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

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Personal and Interpersonal Skills (QQI Level 3) **PART TIME**

*This course is for anyone who would like to improve their reading and writing skills while working on self-development, exploring their personal interests, strengths and weaknesses and learning how to improve their confidence and take the next step in education. This course is delivered through themes such as career preparation and health and fitness.*

**Modules** Personal and Interpersonal Skills | Career Preparation

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning per week, September 2020 to May 2021

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

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

### Computer Applications (QQI Level 4) **PART TIME**

*This course introduces learners to computer graphics, spreadsheets and databases.*

**Venue** Tullamore Further Education and Training Centre

**Frequency** Monday 10:30am – 1:30pm, over 15 weeks - September 2020

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

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

### Information Technology Skills (QQI Level 4) **PART TIME**

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

**Venue** Tullamore Further Education and Training Centre

**Frequency** Thursday 9:30am – 1:30pm, over 10 weeks - September 2020

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

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

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Introduction to Childcare (QQI Level 4) **PART TIME**

*This course provides learners with a basic knowledge of the childcare sector. It also provides an opportunity for learners to develop their soft skills and interpersonal skills in a childcare context.*

**Modules** Child Development & Play | Child Care & Safety | Workplace Safety | Customer Service

**Progression Options** On successful completion of this Programme, learners can progress to a QQI Level 5 Childcare Programme

**Venue** Tullamore Further Education and Training Centre

**Frequency** 9:30am – 2:30pm, 1 day per week – day to be confirmed, September 2020 to May 2021.

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

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

### Introduction to Healthcare (QQI Level 4) **PART TIME**

*This course provides learners with a basic knowledge of the healthcare sector. It also provides an opportunity for learners to develop their soft skills and interpersonal skills in a healthcare context.*

**Modules** Healthcare | Workplace Safety | Customer Service

**Progression Options** On successful completion of this programme, learners may apply to a QQI Level 5 Healthcare Programme.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 9:30am – 2:30pm, 1 day per week – day to be confirmed, September 2020 to May 2021

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

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

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

*This course has been designed to teach the basic office skills you will need to a level demanded by most employers, including computer keyboard skills and bookkeeping.*

**Modules** Data Entry | Word Processing | General Office Skills | Reception Skills | Customer Service

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

**Venue** Tullamore Further Education and Training Centre

**Frequency** 9:30am – 3:00pm, 1 day per week, Tuesday - September 2020 to May 2021

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

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

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Retail Skills (QQI Level 4) PART TIME

*This course is the entry point for learners who have completed their Junior Certificate and who wish to progress to a full award at QQI Level 5.*

**Modules** Retail Skills | Stock Control | Word Processing | Spreadsheets | Desktop Publisher

**Progression Options** On successful completion of this programme, learners may apply to a QQI Level 5 course of their choice.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 9:30am – 3:00pm, 1 day per week, Wednesday, September 2020 to May 2021

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

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

### Business Studies (QQI Level 5 - 5M2102) PART TIME

*This programme provides learners with an introduction to all areas of business.*

**Option 1** Applied Economics | Marketing Practice | Legal Practice and Procedures | Audio Transcription | Text Production

**Option 2** Word Processing | Spreadsheet Methods | Bookkeeping Manual & Computerised | Accounting Manual & Computerised

**Option 3** Business Administration | Communications | Work Experience | Payroll Manual & Computerised

**Progression** On successful completion of this Programme, learners may progress to the QQI Level 6 Advanced Certificate in Business Management. Learners can also apply to third-level institutions under the Higher Education Links Scheme, or as a mature learner if the award is completed over one academic year. The programme will enhance opportunities in securing an apprenticeship in Financial Services, Accounting Technician, or Insurance Practitioner.

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

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

**Venue** Tullamore Further Education and Training Centre

**Frequency**

**Option 1** Wednesday 9:30am to 4:30pm, September 2020 to April 2021

**Option 2** Thursday 9:30am to 4:30pm, September 2020 to April 2021

**Option 3** Friday 9:30am to 4:30pm, September 2020 to April 2021

Learners can attain a major award in one year (options 1+3 or options 2+3) or over 2 years.

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

**Fee** €100 non-refundable centre registration fee. There is no fee for the second year.



# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Early Childhood Care & Education

(QQI Level 5 - 5M2009) **PART TIME**

*This one-year course is designed to prepare learners to work competently, safely and effectively with children from birth to six years, in a variety of childcare settings.*

**Modules** Child Development | Early Childhood Education & Play | Early Care & Education Practice | Child Health & Well-Being | School Age Childcare | Understanding Special Needs | Work Experience | Personal Effectiveness

**Links to third-level** 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, or as a mature learner.

**Career 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.

**Entry Requirements** Leaving Certificate or equivalent standard of education. All applicants are subject to an interview and an online assessment. Garda vetting is also required.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 2 days per week, over 1 year, commencing September 2020

**Contact** Maura on 057 9349424 or email [mburke@loetb.ie](mailto:mburke@loetb.ie)

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

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

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

**Progression** On successful completion of this programme, learners can apply to third-level institutions under the Higher Education Links Scheme or as a mature learner.

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

**Entry Requirements** Leaving Certificate or QQI Level 4, equivalent standard of education. All applicants are subject to an online assessment, an interview and Garda Vetting.

#### Modules

**Year 1:** Care Skills | Care Support | Care of the Older Person | Infection Prevention & Control

**Year 2:** Safety & Health at Work | Communications | Work Experience | Nursing Theory & Practice

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 day per week, over 2 years - September 2020

**Contact** Maura on 057 9349424 or email [mburke@loetb.ie](mailto:mburke@loetb.ie)

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

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Word Processing (QQI Level 4 & Level 5) **PART TIME**

*This module aims to equip the learner with the knowledge, skills and competence to use a word processing application to produce documents in a variety of contexts to a mailable and publishable standard.*

**Venue** Tullamore Further Education and Training Centre

**Frequency** 1 morning per week, for 14 weeks

**Word Processing Level 4** September 2020

**Word Processing Level 5** January 2021

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

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

### Advanced Certificate in Early Childhood Care & Education (QQI Level 6 - 6M2007) **PART TIME**

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

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

**Progressions** On successful completion of this programme, learners can apply to third-level Institutions to complete a Bachelor's Degree in Early Childhood Education as a mature learner, or under the Higher Education Links Scheme.

**Career 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.

**Entry Requirements** Learners must have a QQI Level 5 Certificate in Childcare and must be working in a childcare environment. All applicants are subject to an interview and an online assessment. Garda vetting is also required.

**Venue** Tullamore Further Education and Training Centre

**Frequency** Tuesday & Thursday evenings, 6.45pm to 9.45pm and 10 Saturdays (full days), over 30 weeks - October 2020 to June 2021.

**Contact** Michelle on 057 9349424 or email mshanahan@loetb.ie

**Fee** Enquire within the Centre.

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Engineering Skills (QQI Level 4 - 4M2895) **FULL TIME**

*This one-year programme is designed for anyone interested in studying Engineering and who may want to progress to our Level 5 Engineering Technology programme or apply for an Apprenticeship. This introductory programme will allow you to explore Engineering at a very general and practical level, with lots of hands-on exploration of the subjects.*

**Modules** Engineering Workshop Processes | Electronics | Technical Drawing | Communications | Maths | Work Experience | IT Skills | Workplace Safety

**Entry Requirements** Learners will be subject to an interview and an online assessment in Maths and English.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week (including Work Experience) - September 2020 to May 2021

**Contact** Michelle on 057 9349424 or email [mshanahan@loetb.ie](mailto:mshanahan@loetb.ie)

**Fee** €100 non-refundable centre registration fee. Learners may be eligible for an increase in payment under the VTOS programme, refer to page 117.

### Science Skills (QQI Level 4 - 4M2911) **FULL TIME**

*This one-year programme is designed for anyone interested in studying Science and who may want to progress to our QQI Level 5 Applied Science programme. This introductory programme will allow you to explore science at a very practical level with lots of hands-on exploration of the sciences including work experience.*

**Modules** Laboratory Techniques | Communications | Maths | Biology | Everyday Science | Work Experience | IT Skills | Food & Nutrition | Workplace Safety

**Entry Requirements** Learners will be subject to an interview and an online assessment in Maths and English.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week (including Work Experience) - September 2020 to May 2021

**Contact** Michelle on 057 9349424 or email [mshanahan@loetb.ie](mailto:mshanahan@loetb.ie)

**Fee** €100 non-refundable centre registration fee. Learners may be eligible for an increase in payment under the VTOS programme, refer to page 117.

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Sport & Recreation (QQI LEVEL 4 - 4M4966) **FULL TIME**

*Are you interested in a career in the Sport and Leisure industry? This is a one-year programme at QQI Level 4 designed to prepare you to progress to a Traineeship in Gym Instructor/Personal Trainer or for a career in the Sport and Leisure industry. The programme aims to engage you in a range of modules which will help you to gain employment in this sector or progress to further education. The modules will be a mixture of practical and theory-based subjects. There will be an opportunity to use the local Leisure Centre as part of this programme.*

**Modules** Health Related Fitness | Human Biology | Food and Nutrition | Communications | Customer Service | Work Experience | IT Skills | Workplace Safety

**Entry Requirements** Learners will be subject to an interview and an online assessment in English.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week (including Work Experience) - September 2020 to May 2021

**Contact** Michelle on 057 9349424 or email [mshanahan@loetb.ie](mailto:mshanahan@loetb.ie)

**Fee** €100 non-refundable centre registration fee. Learners may be eligible for an increase in payment under the VTOS programme, see page 117.

### Leaving Certificate (QQI Level 5) **FULL TIME**

*Have you missed out on the opportunity to complete your Leaving Certificate? It's never too late! Explore Leaving Certificate subjects in a relaxed environment with very experienced and helpful teachers. There will be an opportunity to learn IT skills and to discuss your progression opportunities with our Adult Guidance Service.*

**Subjects** Maths | English | Biology | Business | History | Economics

**Entry Requirements** Learners will be subject to an interview and an online assessment in English and Maths.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, 1 or 2 year programme - September 2020

**Contact** Michelle on 057 9349424 or email [mshanahan@loetb.ie](mailto:mshanahan@loetb.ie)

**Fee** €100 non-refundable centre registration fee. Learners may be eligible for an increase in payment under the VTOS programme, see page 117.

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Applied Science-Laboratory Techniques

(QQI Level 5 – 5M3807) **FULL TIME**

*This one-year programme provides a solid foundation in General Science. The programme aims to provide both the knowledge and practical skills necessary to prepare learners for further studies in areas such as Biomedical, Pharmaceutical, Environmental, Agriculture, Food, Nutrition, Biological, Forensic and Sports Science, as well as Pharmacy Technician programmes.*

**Modules** Laboratory Skills | Biology | Chemistry | Mathematics | Microbiology | Physics | Communications | Safety & Health at Work | Work Experience

**Progression Options** Learners can apply to a variety of third-level programmes in the Science field, including Athlone Institute of Technology (AIT), IT Carlow, MU, UCD, GMIT, DCU, NUI Galway and Trinity College Dublin, under the Higher Education Links Scheme or as a mature learner.

**Career Options** Graduates of this programme are eligible to apply for positions where a basic knowledge and understanding of science is required. Previous learners have taken up positions within the Pharmaceutical, Medical Devices Industries and the Chemical sector.

**Entry Requirements** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment. Garda vetting may be required for certain work placements.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2020 to May 2021

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Fees** Refer to page 118 for PLC fees.

### Applied Social Studies, with Special Needs Assisting

(QQI Level 5 – 5M2181) **FULL TIME**

*This one-year programme offers an introduction to the theory and practice of Social Studies, Special Needs and Psychology. It aims to increase awareness of the practical applications of social and psychological theory, while also developing the skills and role of the Special Needs Assistant. It is also relevant to those interested in applying Psychological theories to the area of Special Needs Assisting in an educational setting. The course allows graduates to progress to a number of third-level courses or to progress to employment as a Special Needs Assistant (SNA).*

**Modules** Human Growth and Development | Personal Effectiveness | Psychology | Special Needs Assisting | Social Studies | Intercultural Studies | Work Experience | Safety and Health at Work | Research and Study Skills | Mathematics (optional)

**Progression Options** Learners can apply to a variety of third-level programmes in the Social Care and Humanities field, including Athlone Institute of Technology (AIT), MU, GMIT, NUI Galway, and IT Carlow, under the Higher Education Links Scheme or as a mature learner.

**Career Options** This programme equips the learner with the basic skills to work in community agencies such as residential care centres, community and voluntary organisations.

**Entry Requirements** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment. Garda vetting is required.

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2020 to May 2021

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Fees** Refer to page 118 for PLC fees.

### Computer Networks, with Software

(QQI Level 5 – 5M0536) **FULL TIME**

*In this one-year programme in Computer Networks with Software you will learn about the latest operating systems, computer hardware and networking technologies, coupled with hands on practical labs. The programme also provides a strong foundation in java programming, cyber security while offering excellent progression routes to both third-level and other relevant higher education courses.*

**Modules** Computer Systems Hardware | Networking Essentials | Operating Systems | ICT Security Policy and Management (Cyber Security) | Mathematics | Personal Effectiveness | Programming and Design Principles | Work Experience

**Progression Options** On successful completion of this programme, learners can apply to Athlone Institute of Technology (AIT) for entry to the ICT Engineering Degree; common entry Year 1 to: BSC in Network Management, BEng in Computer Engineering, and BEng in Electronic Communications. Learners can also apply to other third-level Institutions under the Higher Education Links Scheme, or as a mature learner.

**Career Options** Employment can be sought within a wide range of industries, in particular where computer systems design, network installation and technical support is required.

**Entry Requirements** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2020 to May 2021

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Fees** Refer to page 118 for PLC fees.

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Engineering Technology (QQI Level 5 – 5M2061) **FULL TIME**

*This one-year programme aims to provide learners with a wide range of experience within the Engineering sectors, while preparing learners for entry into third-level education, apprenticeships or direct entry into the workplace. Learners will also attend our purpose-built engineering training workshop. Here learners will learn how to operate different engineering machines including a CNC Lathe and a Laser Cutter. This programme will allow the learner to become familiar with the terminology, materials, equipment and working practices within the Engineering industry. Learners will also gain experience in Engineering Processes (Welding) and Computer Aided Design (CAD).*

**Modules** Engineering Workshop Processes | Computer Aided Draughting (2D CAD) | Electronics | Engineering Drawing | Engineering Workshop Theory | Mathematics | Personal Effectiveness | Work Experience

**Progression Options** On successful completion of this programme, learners can apply to Athlone Institute of Technology (AIT) for entry to the Higher Certificate in Mechanical Engineering, Civil Engineering and Engineering Degrees in Mechanical Engineering and Mechatronic Engineering. Learners can also apply to other third-level Institutions under the Higher Education Links Scheme, or as a mature learner.

**Career Options** Careers in Engineering include metal fabrication, welding and other related engineering sectors. As an alternative to directly entering the workforce, learners may also be eligible to apply for apprenticeships.

**Entry Requirements** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2020 to May 2021

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Fees** Refer to page 118 for PLC fees.

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

*This one-year programme provides a recognised qualification for healthcare workers currently in employment, as well as those seeking to work in this sector. This award is one of the HSE's recommended qualifications for Healthcare Assistants working in the public and private sector. Graduates are also eligible to apply through CAO to a range of Higher Certificate and Degree programmes to both Universities and Institutes of Technology.*

**Modules** Care Skills | Care Support | Care of the Older Person | Safety & Health at Work | Infection Prevention & Control | Activities of Living Patient Care | Word Processing | Teamworking | Personal Effectiveness | Work Experience | Certification also provided in Patient Moving and Handling & CPR

**Progression Options** On successful completion of this programme, learners can apply to third-level institutions under the Higher Education Links Scheme or as a mature learner.

**Career Options** Graduates can progress to employment as support workers, healthcare assistants in public or private sector nursing homes, hospitals, agencies and community care facilities.

**Entry Requirements** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an online assessment. Garda vetting is also required.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2020 to May 2021

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Fees** Refer to page 118 for PLC fees.



# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Hotel & Restaurant Skills - Hospitality Operations (QQI Level 5 – 5M2083) **FULL TIME**

*This one-year programme will give you the unique opportunity to study at QQI Level 5 and gain valuable work experience in local hotels and restaurants. During the programme, you will get the opportunity to attend 10 sampling days in the Culinary Arts Kitchen and Training Restaurant in Athlone Institute of Technology (AIT). These 10 days will give you the opportunity to experience AIT and also to be in an advantaged position if you wish to progress to study in their Hospitality Department.*

**Modules** Accommodation Techniques | Food Preparation | Beverage Service | Personal Effectiveness | Hotel Front Office Operations | Restaurant Hospitality | Restaurant Skills | Word Processing | Work Experience

**Progression Options** Direct progression links to Athlone Institute of Technology (AIT) Higher Certificate in Culinary Arts, Higher Certificate in Bar Supervision, BA in Hotel & Leisure Management, Higher Certificate in Business (Sport & Recreation), and BA Honours Degree in Hospitality Management with International Placement. On successful completion of this programme, learners can apply to third-level institutions under the Higher Education Links Scheme, or as a mature learner.

**Career Options** On successful completion learners are eligible to apply for employment positions in a wide variety of hospitality roles, including accommodation services and bar & food services.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2020 to May 2021

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

**Fees** Refer to page 118 for PLC fees.



**Minister for Education & Skills Joe McHugh, TD meeting the Hotel & Restaurant learners during his visit to Tullamore FET Centre, October 2019.**



# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

### Nursing Studies (QQI Level 5 - 5M4349) **FULL TIME**

*This one-year programme provides learners with the necessary preparation for a career as a Healthcare Assistant in Hospitals and/or Nursing homes. The learner will study a variety of modules, with emphasis on respect, dignity, empathy and confidentiality from our dedicated team of fully qualified nurses. A work placement is a key element of the programme, giving learners an opportunity to experience a work setting of their choice.*

**Modules** Anatomy and Physiology | Human Growth & Development | Nursing Theory & Practice | Care Skills | Infection Prevention & Control | Maternity Care Support | Teamworking | Word Processing | Work Experience | Mathematics (optional) | Certification also provided in Patient Moving and Handling & CPR

**Progression Options** Learners can apply for entry, on a competitive basis, into the Bachelor of Science in Nursing in Irish Universities, Institutes of Technology and UK Universities.

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

**Entry Requirements** Leaving Certificate or QQI Level 4, or equivalent standard of education. All applicants are subject to an interview and an online assessment. Garda vetting is also required.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2020 to May 2021

**Fees** Refer to page 116 for PLC fees.

**Contact** Elaine on 057 9349471 or email [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

### Advanced Certificate in Business

#### (QQI Level 6 – 6M4985) **FULL TIME**

*This one-year programme is designed to enable successful learners to gain an in-depth understanding of the role and function of business management, accounting, finance and marketing within different business environments. Key areas of study include marketing and accounting with a focus on developing effective management and advanced IT skills.*

**Modules** Business Management | Applied Economics | Communications | Financial Reporting | Marketing Management | Mathematics | Research & Study Skills | Spreadsheets | Word Processing | Work Experience

**Progression Options** Direct entry into year two of the Higher Certificate in Business in Athlone Institute of Technology (AIT) and IT Carlow. Learners may also make a direct entry application to year two in other colleges. The programme will enhance opportunities in securing an apprenticeship in the area of Financial Services, Accounting Technician or Insurance Practitioner.

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

# TULLAMORE

## FURTHER EDUCATION AND TRAINING CENTRE

**Entry Requirements** Leaving Certificate or QQI Level 5, or equivalent standard of education. All applicants are subject to an interview and an online assessment.

**Venue** Tullamore Further Education and Training Centre

**Frequency** 5 days per week, September 2020 to May 2021

**Contact** Elaine on 057 9349471 or email esheridan@loetb.ie

**Fees** Refer to page 118 for PLC fees.

### Closing date for applications:

Full time courses: August 31st, 2020

Part time courses: September 4th, 2020

Late applications may be accepted after these dates, subject to places being available.

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

## BTEI Night Classes

**Tullamore FETC, Castle Buildings, 3rd Floor, Tara Street, Tullamore**

For further information, please contact:

Reception on 057 9349424 or email tullamorefet@loetb.ie

Course	Start	Time	Day	Duration	Fees
<b>HEALTHCARE</b>					
<b>QQI Level 5</b>					
Care of the Older Person	Sept. '20	6:45-9:45pm	Tues	14 weeks	€25
Care Support	Sept. '20	6:45-9:45pm	Thurs	14 weeks	€25
Palliative Care	Oct. '20	6:45-9:45pm	Thurs	14 weeks	€25
Infection Prevention & Control	Jan. '21	6:45-9:45pm	Tues	14 weeks	€25
Care Skills	Jan. '21	6:45-9:45pm	Thurs	14 weeks	€25
<b>CHILDCARE</b>					
<b>QQI Level 5</b>					
Early Care & Education Practice	Sept. '20	6:45-9:45pm	Tues	14 weeks	€25
Special Needs Assisting	Sept. '20	6:45-9:45pm	Thurs	14 weeks	€25

# TULLAMORE

## NIGHT CLASSES

Course	Start	Time	Day	Duration	Fee
Child Development	Jan. '21	6:45-9:45pm	Tues	14 weeks	€25
Special Needs Assisting	Jan. '21	6:45-9:45pm	Thurs	14 weeks	€25
QQI Level 6					
Advanced Cert. in Early Childhood Care & Education Practice- Major Award (8 Modules)	Sept. '20	6:45-9:45pm	Tues. & Thurs. & 10 Sat.	30 weeks	€360
Special Needs Assisting	Sept. '20	6:45-9:45pm	Thurs	14 weeks	€70
Mandatory Modules for Childcare and Healthcare					
QQI Level 5					
Communications, Personal Effectiveness, Work Experience	Sept. '20	6:45-9:45pm	Thurs	20 Weeks	Free
Safety & Health at Work	Feb. '21	6:45-9:45pm	Thurs	10 Weeks	Free
BUSINESS & COMPUTERS					
QQI Level 5					
Payroll - Manual & Computerised	Sept. '20	6:45-9:45pm	Tues	14 weeks	€25
Bookkeeping - Manual & Computerised	Jan. '21	6:45-9:45pm	Tues	14 weeks	€25
HOBBY & RECREATIONAL COURSES					
Art	Oct. '20	10am-12pm	Mon	6 weeks	€75
Digital Photography	Oct. '20	7:30-9:30pm	Thurs	6 weeks	€75

**Note:** Childcare QQI modules will be deactivated by June 2021. Therefore, in order to achieve a Major Award, modules must be completed before then.

- €25 Certification fee may apply for QQI accredited courses.
- Courses are available to those employed and unemployed.

# TULLAMORE

## NATIONAL LEARNING NETWORK

### National Learning Network

Investing in People, Changing Perspectives

Tanyard Lane, Tullamore

The National Learning Network (NLN) in Tullamore provides a range of free courses to people who have had an accident, illness, injury, disability or have additional support needs. The course are tailored to each learner's needs, to help them in building their confidence while acquiring practical job-seeking skills to assist them to secure employment or progress on to further education or training.

For further information on any of the courses, contact  
Eileen Dunne on 057 8670007 / 085 8867945 or Email [eidunne@loetb.ie](mailto:eidunne@loetb.ie)

#### Skills for Life and Employment (QQI Level 3 - 3M0935) **FULL TIME**

*The aim of this programme is to provide learners with key transferable employability skills to enable them to progress into further training or education. This course provides young adults with the personal, social and work-related skills that will prepare them for their future. There is a focus on identifying strengths and goals, as well as exploring future opportunities in Retail, Catering and Information Technology. Courses at National Learning Network are designed to meet the learning needs of each student.*

**Modules** Career Preparation | Work Experience | Health and Safety Awareness | Application of Number | Culinary Operations | Personal and Interpersonal Skills | Word Processing | Retail Sales Transaction | Career Coaching | Enhancing Work Skills | Personal Development.

#### Office Technology Skills (QQI Level 4 - 4M2070) **FULL TIME**

*This programme aims to provide learners with the skill, knowledge and competence to provide administrative support. This includes use of office equipment, use of computer applications, document production, managing filing systems and diaries in a variety of office settings. There are also work placements at various intervals throughout the course.*

**Modules** Business Calculations | Computer Applications | Customer Service | Information Technology | Work Experience | Data Entry | Business English | Communications | General Office Skills

# TULLAMORE

## NATIONAL LEARNING NETWORK

### Freshstart - Employment Skills (QQI Level 4 - 4M0857) **FULL TIME**

*The aim of this programme is to provide learners with key transferable skills to enable them to progress into further training or education. This recovery focused training course helps students build on their personal development, confidence and resilience. The Freshstart course supports learners to gain valuable certification. Courses at National Learning Network are designed to meet the learning needs of each student.*

**Modules** Business English | Teamworking | Career Planning | Food and Nutrition | Customer Service | Information Technology Skills | Personal Effectiveness | Communications | Work Experience | Workplace Safety | Stress Management and Relaxation | Resilience in the Workplace

### Sports and Recreation (QQI Level 4 - 4M4966) **FULL TIME**

*The aim of this programme is to enable students to build a career as future coaches and leaders in the sports & leisure industry. It offers students a dual qualification, as well as an opportunity to gain valuable work experience in a host company as part of their qualification. Courses at National Learning Network are designed to meet the learning needs of each student.*

**Modules** Food and Nutrition | Human Biology | Customer Service | Soccer Skills | Communications | Health Related Fitness | Information Technology Skills | Work Experience | Disability Inclusion Training | Career Coaching

### Employer Based Training (EBT) (QQI Level 4 - 4M0857) **FULL TIME**

*This programme is focused on supporting people back into the workforce. As part of EBT, learners will gain key transferable employment skills that aim to enable them to progress to employment. Work placement is a key part of EBT- learners participate in work experience in their chosen area of work on a weekly basis.*

**Modules** Career Planning | Communications | Functional Maths | Stock Control | Computer Applications | Customer Service | Information Technology Skills | Personal and Interpersonal Development | Personal Effectiveness | Placement Preparation | Work Experience | Workplace Safety | Retail Sales Techniques | Review and Future Planning

# TULLAMORE

## COMMUNITY TRAINING CENTRE

### Kilcruttin Business Park, Tullamore

For over 30 years, Tullamore Community Training Centre has been providing high quality Vocational Training, serving the needs of the local community and labour market. Training opportunities are provided to early school leavers, aged primarily from 16 years of age to 21 years of age. Courses run from Monday to Friday and are on a continuous intake basis. There are no fees for these courses.



For further information on any of these courses, contact Eileen Dunne on 057 8670007/ 085 8867945 or Email [eidunne@loetb.ie](mailto:eidunne@loetb.ie)

### Employability Skills (QQI Level 3 - 3M0935) FULL TIME

*This programme provides educational, practical and personal skills to maximise independence at home, in the community and at work. The programme will assist the learner to achieve a nationally recognised qualification, which will aid progression to further training/education or employment.*

**Modules** Communications | Computer Literacy | Internet Skills | Work Experience | Breakfast Cookery | Health and Safety Awareness | Caring for Children | Art and Design | Application of Number | Woodwork | Manual Arc Welding

### Barbering (VTCT Level 2) FULL TIME

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

*The purpose of this qualification is to develop the learner's practical skills to a high level of occupational ability to enable them to perform within a salon setting.*

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



Learners at Tullamore CTC prior to their VTCT Diploma in Hair & Beauty assessment.

# TULLAMORE

## COMMUNITY TRAINING CENTRE

### Early Childhood Education and Care Support

(QQI Level 4 - 4M2014) **FULL TIME**

*The aim of this programme is to provide educational, practical and personal skills to maximise independence at home, in the community and at work. The programme will assist the learner to achieve a nationally recognised qualification, which will aid progression to further training/education or employment. Learners will acquire the skills, knowledge and competence to work under supervision providing assistance and support within early childhood care and education settings.*

**Modules** Information Technology Support | Personal Effectiveness | Team Working | Work Experience | Workplace Safety | Understanding Interculturism | Child Care and Safety | Child Development and Play | Communications

### Engineering and Woodcraft (QQI Level 4 - 4M2010) **FULL TIME**

*This programme provides educational, practical and personal skills to maximise independence at home, in the community and at work. The programme will assist the learner to achieve a nationally recognised qualification, which will aid progression to further training/education or employment. Optional modules include Woodcraft, Milling, Turning, Workplace Safety and TIG Welding.*

**Modules** Functional Mathematics | Communications | Business English | Information Technology Skills | Personal Effectiveness | Woodcraft | Milling | Team working | Turning | Workplace Safety | Manual Arc Welding | Computer Applications | Work Experience

### Hair and Beauty Services (VTCT Level 2) **FULL TIME**

*The aim of this programme is to develop learners' practical skills to a high level of occupational ability to enable them to perform a range of salon services to include:*

- provide cutting or dressing services for women's hair.
- provide effective shampooing and conditioning services.
- provide colouring and lightening hair.

*This course will prepare learners for employment as a supervised assistant/apprentice or for further learning in the hairdressing industry.*

**Modules** The Art of Colouring Hair | Apply Make-Up | Manicure Treatments | Pedicure Treatments | Health and Safety Practice in the Salon | Salon Reception Duties | The Art of Dressing Hair | Health and Safety Awareness | Customer Service | Personal Effectiveness | Information Technology | Team Working



# TULLAMORE

## COMMUNITY TRAINING CENTRE

### Food, Beverage and Professional Cookery Studies (VTCT Level 2) **FULL TIME**

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

**Modules** Professional Cookery Techniques | Effective Team Working | Principles of customer service in hospitality, leisure, travel & tourism | Health & Safety in catering and hospitality | Work Experience | Barista Skills | Legislation in food and beverage service | Preparing Meat & offal | Preparing fish & shellfish | Produce fermented dough products | Food Service



**Tullamore FETC Staff Members, Awards Ceremony 2019**



# TULLAMORE

## MIDLAND SKILLS CENTRE



Opened in 2019, Midlands Skills Centre in Tullamore caters to the specialist training and upskilling of those who wish to seek employment in the rapidly growing bio-pharma and medical-tech sectors.

We offer holistic training solutions in a realistic GMP simulated manufacturing environment. Our programmes range from entry to senior management level. Facilities include state-of-the-art cleanroom, training rooms and IT lab. We also cater for meetings.

Training can be structured and delivered to suit each client's requirements, which has helped deliver integrated outcomes for those seeking employment and industries eager to hire highly skilled personnel.

Programmes are delivered via a range of full-time and part-time day courses, along with a choice of night training options.



**Minister for Education and Skills Joe McHugh, TD officially opening the Midlands Skills Centre on October 19th, 2019, including Public Representatives and LOETB Staff management.**

# TULLAMORE

## MIDLAND SKILLS CENTRE

### Cleanroom Training Programmes

- Cleanroom Packaging & Operations
- Introduction to Cleanroom Operations and Maintenance
- Introduction to Programmable Logic Controllers
- Be-spoke programmes



Learners participating in Cleanroom training.

### Bespoke Training

Our training programmes are tailored to the business needs of clients and delivered to the highest level of quality. Our flexible approach provides options to reduce off the job training time.

## Quality & Good Manufacturing Practice (GMP) - 5N1958 PART TIME

*The aim of this programme is to give the learner a solid foundation in understanding the standards and good manufacturing practices required in industry, using a range of continuous improvement methodologies*

**Venue** Midlands Skills Centre, Axis Business Park

**Frequency** 1 morning per week, over 14 weeks – commencing October 2020

**Contact** Michelle Tierney, Centre Manager on 057 9339632 or email [mtierney@loetb.ie](mailto:mtierney@loetb.ie)

**Fee** Please contact the Centre.

## Health, Safety and Environmental Awareness - 5N2158 PART TIME

*This programme will provide the learner with the knowledge, skill and competences to perform a range of tasks in compliance with current health, safety and environmental regulations and controls for the manufacturing or services sector.*

**Venue** Midlands Skills Centre, Axis Business Park

**Frequency** 1 evening per week, over 10 weeks – commencing October 2020

**Contact** Michelle Tierney, Centre Manager on 057 9339632 or email [mtierney@loetb.ie](mailto:mtierney@loetb.ie)

**Fee** Please contact the Centre.

#### Contact:

**Michelle Tierney, Centre Manager**

**Axis Business Park, Tullamore**

**T: 057 9339632 E: [mtierney@loetb.ie](mailto:mtierney@loetb.ie)**

## Adult Educational Guidance and Information Service

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 Further Education and Training programmes in LOETB
- Are considering returning to education or training
- Left school early and would like to return to education
- Are having difficulty in finding or keeping suitable employment due to the lack of appropriate educational qualifications
- Have funding from the Education Finance Board

### What does the Service offer?

- Appointments on a one to one and group basis
- Educational and career guidance
- Free, confidential and ongoing support to the returning adult learner
- Advice on steps to Further and Higher Education and Training
- Up to date information on courses both locally and nationally
- Assistance with application forms for Further Education and Third Level Institutions
- Information on funding and grants

### For further information contact:

#### PORTLAOISE OFFICE

**Carmel Hoolan**

Adult Educational Guidance Co-ordinator  
T: 057 8672963

#### TULLAMORE OFFICE

**Catherine Gavigan**

Adult Educational Guidance Co-ordinator  
T: 057 9349425

[www.facebook.com/adultguidanceloetb/](https://www.facebook.com/adultguidanceloetb/)  
E: [guidanceinfo@loetb.ie](mailto:guidanceinfo@loetb.ie)



## Adult Literacy Service

Laois and Offaly Education and Training Board provides an Adult Literacy and Basic Education Service for adults throughout Laois and Offaly who wish to improve their reading, writing, spelling, maths or computer skills. This service is free and confidential.

The literacy service offers many non-accredited and accredited courses from QQI Levels 1-3 and some QQI Level 4 programmes. It is the ideal starting point for someone who left school early and needs to brush up on these skills. Courses are offered mornings, afternoons and evenings, depending on demand and numbers. Courses are normally part-time, with learners accessing the service from 1-8 hours per week.

### The Adult Literacy Service offers the following:

- One to one and small group literacy tuition
- Maths programmes
- Writing and Spelling programmes
- Basic computer programmes
- Intensive Literacy Through the Arts
- English for Speakers of Other Languages (ESOL) Classes
- A range of QQI modules Levels 1-3
- Dyslexia Workshops / Adult Screen Test

Literacy and numeracy can be improved on by joining one of the many courses available in our Centres, across all levels, depending on your needs and interests. This includes art, computers, childcare, crafts, construction, engineering, gardening, office and retail skills.



Intercultural Day at Portlaoise FETC

### Family Learning Programmes

Family Learning Programmes cover a range of areas to enable parents to help their children learn, while parents are building their own skills. Options include learning new computer skills, Maths and Irish for parents, Creative Writing, Lads and Dads Woodcraft, Learn through Lego, Healthy Cooking courses, Story sacks and Health and Fitness. These courses are delivered in DEIS Schools in both Laois and Offaly, one morning per week, for 6 weeks.

### Digital Skills for Parents

The **COVID-19** pandemic has tested the computer skills of both parents and children who suddenly needed to continue their studies from home. The Adult Literacy Service is now offering a free 8 week course to provide parents with the digital skills and knowledge to support their children online, whether it's how to use apps to access homework and information from the teacher/ school, or how to search for and navigate useful websites that might be of help to you and your child.

If you want to find out more about any of our courses, please check what is on offer within the FET Centre in your area or contact us for more details.

**LAOIS:** Lisa McEvoy on 057 8661338 or Email [lmcevoy@loetb.ie](mailto:lmcevoy@loetb.ie)

**OFFALY:** Marina O'Malley on 057 9349444 or Email [momalley@loetb.ie](mailto:momalley@loetb.ie)

## Community Education

The Community Education Service facilitates and supports community based education classes for a range of groups in local centres throughout Counties Laois and Offaly.

The ethos of Community Education is one of social inclusion and engaging with educationally disadvantaged adults. Due to the volume of applications received, priority is given to groups who organise community education programmes for people who face acute barriers to participating in education such as: Older people, people experiencing disadvantage, people with disabilities, ethnic minority groups, unemployed people, carers and groups providing community education in areas where adults do not have easy access to education opportunities.

### Types of Classes & Funding Available

Programmes usually run for 6-10 weeks and are delivered at times to meet the needs of the Community Group. The following examples are for illustration only as we can work with you to identify your group's own areas of interest:

#### Sample Courses:

- Computers (Basic IT /How to use the Internet/How to get the most from your mobile phone and/or Ipad)
- Managing Stress (Yoga/Mindfulness/Personal Development)
- Creativity (Art/Ceramics/Crafts/Photography/Creative Writing/Drama/Pottery/Sewing/Interior Design/DIY, Woodwork)
- Health (First Aid, Cookery, Haircare and Hair styling)

#### Community Projects:

- Community Art
- Community Gardening
- Community Voices

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.

#### Contact details:

##### LAOIS

**Kathleen Dunne**

Community Education Facilitator

Mob: 087 957 3654

##### OFFALY

**Gillian Cunningham**

Community Education Facilitator

Mob: 085 805 4579

E: [communityed@loetb.ie](mailto:communityed@loetb.ie)

T: 057 8661890

[www.loetb.ie/community-education](http://www.loetb.ie/community-education)



**As a result of the COVID-19 pandemic, our Autumn 2020 programme will be different than we expected. We will be offering courses where small groups can come together for a shorter period of time. Classes will run in approved centres only where deep cleaning has taken place. Some courses will be face-to-face and some will also include an online element. We may not be in a position to deliver all courses listed on sample courses, however we will work with groups to see what is possible.**

**We welcome groups /organisations /individuals to get in touch with us with project or course ideas around the theme of staying connected through remote or online learning and also initiatives focusing on health and wellbeing.**

## Community Training

### Local Training Initiatives

Local Training Initiatives are community based training programmes funded under Youth Guarantee, hence trainees are primarily under 35 years of age. The duration of the programmes vary and a training allowance is paid while attending the programme. LOETB funds the programme providers (Offaly Local Development Company and Portarlinton Community Development Association) and there are currently four LTIs in operation – Applied Construction skills in Banagher, Working Towards Employment in Birr, Skills for Employment in Edenderry and Retail Sales Techniques in Portarlinton. Further information on these courses may be found under the relevant areas in this brochure.

### Community Training Centre

Tullamore Community Training Centre provides training for early school leavers aged primarily from 16 to 21 years. Currently programmes on offer include VTCT Diploma in Hair and Beauty Services, VTCT Diploma in Barbering Studies, QQI Level 3 General Learning, VTCT Level 2 Food, Beverage and Professional Cookery Studies, QQI Level 4 Early Childcare Education and Care Support and QQI Level 4 Engineering and Woodcraft. Further information on these courses may be found under 'Tullamore' in this brochure.

### Specialist Training Providers (National Learning Network)

Specialist Training Providers (STPs) primarily cater for unemployed people with disabilities, in receipt of a disability payment, or those who are deemed to require the additional supports that only an STP can provide. The duration of programmes vary depending on need. Courses offered include Kickstart, Sport and Recreation, Transitions, Employer Based Training, Office Administration, Freshstart and Skills for Life and Employment. Further information on these courses may be found under 'Portlaoise' or 'Tullamore' in this brochure.

LOETB hosts, funds and monitors two NLN Centres in Tullamore and Portlaoise.

### Contact:

**Eileen Dunne**

T: 057 8670007 | Mob: 085 8867945

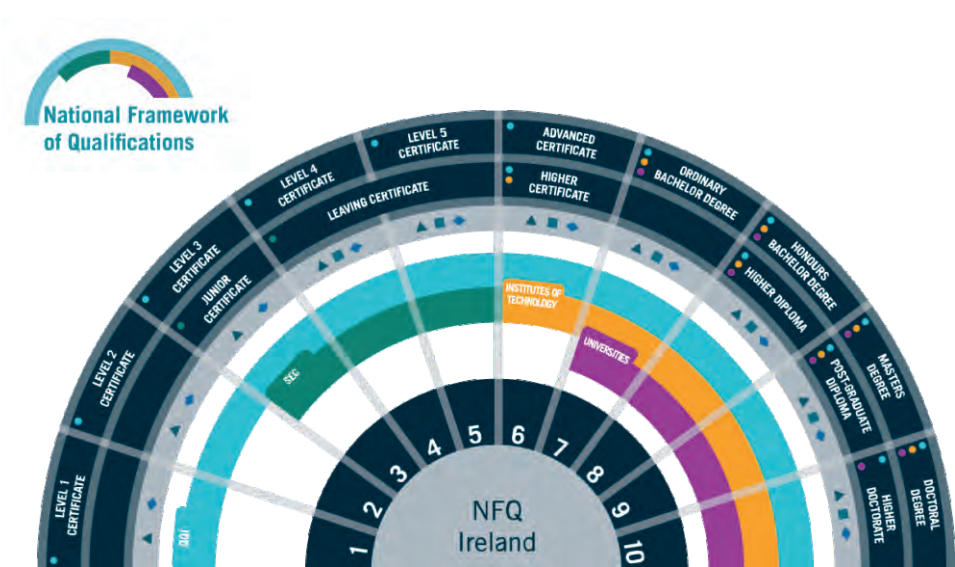
E: [eidunne@loetb.ie](mailto:eidunne@loetb.ie)



# LEARNER SUPPORTS AND OPPORTUNITIES

## Qualifications

Quality and Qualifications Ireland (QQI) is the awarding body for third-level educational institutions (outside the university sector) such as the Institutes of Technology and ETBs. As a statutory provider of further education and training in Laois & Offaly, we offer Major and Minor QQI Awards at Levels 1-6 on the National Framework of Qualifications. 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. National Framework of Awards and Accreditations Offered by Laois & Offaly ETB.



# Progression

## Higher Education Links Scheme

QQI awards can be used as an alternative to the Leaving Certificate to access Higher Education (CAO) courses. The Higher Education Links Scheme links specific QQI courses at Levels 5 and 6 with a range of Level 6, Level 7 and Level 8 courses in Institutes of Technology and Universities. Applicants should ensure that their QQI qualification meets the minimum requirements of the third level college they wish to apply to. Students are advised to contact the Admissions Office of the individual higher education institutions prior to application as some courses may have specific entry requirements. Students interested in progression are advised to make an appointment with our LOETB Guidance Counsellors who can assist with your career planning, research and application.

## Advanced Progression Opportunities

A number of courses at LOETB offer direct access to the second year of related courses at Athlone, Limerick and Carlow Institutes of Technologies. The following table sets out the advanced progression agreements. In order for a graduate to progress to the second year, certain criteria applies e.g. scoring a certain number of Distinctions in a QQI Level 6 Award.

LOETB COURSE	THIRD LEVEL LINKS
Certificate in Business (QQI Level 6) 6M4985	<p>2nd year of Bachelor of Business Office Management &amp; Admin in Athlone IT</p> <p>2nd year of Bachelor of Business in IT Carlow.</p> <p>2nd year of Bachelor of Business in University of Limerick</p>
Certificate in Arts (QQI Level 6) 6M4029	<p>2nd year of Ceramics BA (Hons) in Design in Limerick IT (School of Art &amp; Design)</p>



**Other progression options are also available. Contact our Adult Educational Guidance Service to discuss.**



## Grants, Funding & Programmes

### Student Grant (SUSI)

This means test student grant is available to students who are progressing to a full-time QQI Level 5/6 Award or equivalent, and who have not previously studied an award at similar or higher level on the National Framework of Qualifications. The amount of the grant depends on family income and on the distance a student travels from their place of residence to the college. Student Grant applications can be made online only to Student Universal Support Ireland (SUSI) through [www.susi.ie](http://www.susi.ie). Applications can be made from April and should be made before starting a course. Further information is available on [www.studentfinance.ie](http://www.studentfinance.ie) or [www.citizensinformation.ie](http://www.citizensinformation.ie)



### Back To Education Allowance (BTEA)

The BTEA is an allowance from the Department of Employment Affairs and Social Protection (DEASP) to allow eligible applicants to participate in education while remaining on a Social Welfare payment. Eligible applicants are paid BTEA instead of their Jobseekers or other allowance or benefit - more information is available on [www.welfare.ie](http://www.welfare.ie).

### Vocational Training Opportunities Scheme (VTOS)

The VTOS scheme provides a range of courses to meet the education and training needs of unemployed people. Applicants must be aged over 21 years of age and in receipt of Social Welfare payment for at least 156 days before commencement of course. VTOS is aimed in particular at unemployed people who are early school leavers. Successful applicants can receive a VTOS payment for the duration of their course instead of their social welfare payment. They may be able to avail of additional supports including childcare support and small meal and travel allowances. Books and course materials may also be provided.



### Back To Education Initiative (BTEI)

BTEI courses are provided to people aged 16+ who have left full-time education and meet at least one of the following criteria:

- Have less than upper second level education (Leaving Certificate)
- Have a medical card, or are the dependent of a medical card holder
- Are in receipt of a social welfare payment (e.g. Jobseeker Allowance/ Benefit, one Parent Family Payment, Cares Allowance, Disability Allowance, etc.)

## Post Leaving Certificate (PLC)

PLC Programmes are full-time courses open to students who have just completed the Leaving Certificate, or any person wishing to return to Further Education. They offer a mixture of 'hands-on' practical work, academic subjects and work experience, and are designed as a step towards skilled employment or progression to third level. Successful students may apply to third level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme. There may be additional costs on some courses for materials, uniforms, etc. Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance. All fees must be paid before commencement of the programme.

### PLC Fees:

€200 Course Registration Fee - payable by all students, no exemptions apply

€200 PLC Government Levy - some exemptions apply

- Medical Card holder, in your own right or a dependent child of a full Medical Card holder
- SUSI Grant - official letter of approval will be required
- BTEA/VTOS - official letter of approval will be required

€50 QQI Level 5 Certification Fee - the above exemptions apply, except SUSI Grant recipients

€80 QQI Level 6 Certification Fee - the above exemptions apply, except SUSI Grant recipients

## Youthreach Programme

Youthreach programmes give unemployed young people between the ages of 15 and 20, who left school early, an opportunity to get recognised qualifications and the possibility to create a viable career path for themselves. Youthreach offers a flexible and dynamic programme of integrated general education and work experience. Students set personal and educational goals that increase their self-esteem, skills and knowledge base. A training allowance related to the age of students is paid weekly, subject to attendance. A travel allowance is paid where applicable. There are a variety of subjects on offer in all the Centres. Guidance Counselling is also available to all students.

**Qualifications** QQI Levels 3 & 4

**Length of Programme** 1-3 years

**Frequency** Monday to Thursday (8.30am – 4pm) and Friday (8.30am – 1.30pm)

## National Childcare Scheme (NCS)

NCS is a new scheme that provides financial support to help parents to meet the costs of childcare. Whether you are on a full time or part time course, you may apply for this scheme. The subsidies are paid directly to your approved childcare provider. Visit **[www.ncs.gov.ie](http://www.ncs.gov.ie)** for more information or contact the Support Centre on (01) 9068530.

## NOTES

## NOTES



*Excellence through  
Education and Training*



**SOLAS**

An tSeirbhís Oideachais Leanúnaigh agus Scileanna  
Further Education and Training Authority



**An Roinn Oideachais  
agus Scileanna**  
Department of  
Education and Skills

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